



MONTGOMERY COMMUNITY COLLEGE

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MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, May 11, 2016 at 5:00 p.m. at the Montgomery Community College Boardroom. The Board will meet as a committee of the whole.

Call to Order - Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulthuis, Chairman

In keeping with MCC Board Policy 130.05 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared. Having reviewed our agenda for this evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time.

Special Recognition – Excellence in Teaching – Dr. Chad Bledsoe

Approval of Board Meeting and Committee Minutes – Appendix A - Action

Standing Committees

- * **Budget & Finance Committee**
 - April Local, State, and Institutional Funds Financial Reports – **Appendix B – Action**
 - Write Offs – **Appendix C – Action**
 - April Foundation Fund Statements – **Appendix D**
 - In-Kind Transfer – **Appendix E – Action**
 - Grants Update – **Appendix F**

- * **Building & Grounds Committee**
 - Facilities Report – **Appendix G**
 - Building Donation Update – **Dr. Chad Bledsoe**

- * **Personnel Committee**
 - Introduction of New Employee
 - Carol Hendrix, Special Programs Assistant – **Appendix H**

Notice of Retirement – Mathematics Instructor – **Appendix I**
Revised Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in
Force – First Reading – **Appendix J**
312.00 Due Process for Employees – First Reading – **Appendix K**
411.00 Travel Regulations – First Reading – **Appendix L**

- * **Curriculum/Student Services Committee**
 - Update from Instruction – **Appendix M**
 - Update from Vice President of Student Services - **Appendix N**
 - Update from Dean of Continuing Education – **Appendix O**

- * **Legislative/Public Relations Committee**
 - Legislative Update – Dr. Chad Bledsoe
 - 2016-2017 Budget Tracking – **Appendix P**
 - Connect NC Bond Update – **Appendix Q**
 - Public Relations/Marketing Update – Michele Haywood – **Appendix R**

- * **Institutional Status Committee**

- * **SGA Report – Stephen Gant, SGA President - Appendix S**

- * **President’s Report – Dr. Chad Bledsoe – Appendix T**

- * **Chairman’s Report - Claudia Bulthuis**
 - Update from NCACCT Seminar
 - Calendar of Events – **Appendix U**

- * **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, April 13, 2016

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:00 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Sharon Cupples
Susan Eggleston

Ronald Kincaid
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Absent

Anna Hollers
Gordon Knowles
Andrea Marshall

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Jessica McDaniel, Small Business Center Director; Riley Beaman, Coordinator of Health and Public Safety; Lynne Hancock, Director of Practical Nursing; Wendy Vaughn, Practical Nursing Instructor; Hailey McDaniel, Practical Nursing student; Chappell Russell, Montgomery Herald; Jackie and Ruthie Morris, County Commissioner and his wife; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Jessica McDaniel, Small Business Center Director; Riley Beaman, Coordinator of Health and Public Safety; Lynn Epps, Director of Resource Development; Lynne Hancock, Director of Practical Nursing; Wendy Vaughn, Practical Nursing Instructor; Hailey McDaniel, Practical Nursing student; Chappell Russell, Montgomery Herald; Jackie and Ruthie Morris, County Commissioner and his wife.

Approval of the Agenda - Action

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the Board of Trustee agenda for April 13, 2016. The motion carried.

Board of Ethics

Mrs. Bulthuis read the ethics statement, reminding the Board of Chapter 138A of the State Government Ethics Act and the Montgomery Community College Board Policy 130.05 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

Mrs. Bulthuis reported that matters of conflict of interest should be presented in writing to the Chairperson of the Board prior to the meeting. If a conflict arises during the meeting, the conflict should still be written and given to the Chairperson.

Mr. Martin reported that Statements of Economic Interest are due on April 15.

Approval of March Board Meeting, Called Board Meeting and Committee Minutes – Appendix A

Dr. McKinnon made a motion, seconded by Mr. Martin, to approve the March Board, Called Board and Committee minutes. The motion carried.

Board Presentation – Lynne Hancock, Practical Nursing

The April Board presentation was given by Lynne Hancock, Director of Practical Nursing.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Claudia Bulthuis, Acting Chairman

The Budget and Finance Committee met earlier this afternoon (see attached minutes – Attachment A) and Mrs. Bulthuis reported from the committee the following items:

- The committee reviewed the March Local, State, and Institutional Funds Financial Reports. The committee approved and Mrs. Bulthuis made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee reviewed the March Foundation Fund Statements and Grants update as a matter of information.
- The committee received information regarding the Earle A. Connelly Golf Tournament to be held on Friday, April 15 at Densons Creek Golf Course.

Building and Grounds Committee – Sam Martin, Chairman

The Building and Grounds Committee met earlier this afternoon (see attached minutes- Attachment B) and Mr. Martin reported from the committee the following items:

- The committee reviewed the Facilities and Incident reports.
- The committee received information regarding the GPS Hosting Station for agricultural purposes. The committee approved and Mr. Martin made a motion to approve hosting a GPS Station. Coming from committee, this required no second. The motion carried.

- The committee received a list of priorities on how the bond funds will be used. The committee approved and Mr. Martin moved to approve the proposed bond priorities. Coming from committee, this required no second. The motion carried.

Personnel Committee – Gelynda Capel, Chairman

The Personnel Committee met earlier this afternoon (see attached minutes – Attachment C) and Mrs. Capel reported from the committee the following items:

- Mrs. Capel introduced three new employees Riley Beaman, Coordinator of Health and Public Safety; Jessica McDaniel, Small Business Center Director, and Lynn Epps, Director of Resource Development.
- The committee reviewed and approved three policies, revised Board Policy 320.00 Professional Development, revised Board Policy 610.00 Admissions, and new Board Policy 677.00 Student Grievances and Appeals and Mrs. Capel made a motion to approve the Board Policies. Coming from committee, this required no second. The motion carried.
- The committee received notification of retirement of James (J.C.) Owen, Custodian/Maintenance Staff and notice of resignation of Clare Cagle, Compensatory Education Instructor.
- The committee reviewed and approved two new position recommendations for Phlebotomy Program Head, and Director of Foundational Studies and Mrs. Capel made a motion to approve the new positions. Coming from committee, this required no second. The motion carried.
- The committee reviewed and approved the revisions to the organizational chart and Mrs. Capel made a motion to approve the organizational chart revisions. Coming from the committee, this required no second. The motion carried.
- The committee reviewed and approved a new contract for the President and Mrs. Capel made a motion to approve the President's new contract. Coming from committee, this required no second. During discussion Mr. Martin thanked Dr. Bledsoe for a great first year. The motion carried. Mrs. Bulhuis reported that old contract for the President is void and the Board has issued a new four year contract.

Curriculum/Student Services Committee – Ron Kincaid, Chairman

The Curriculum/Student Services Committee met earlier this afternoon (see attached minutes – Attachment D) and Mr. Kincaid reported from the committee the following items:

- The committee heard a report from Dr. Bledsoe regarding Instruction.
- The committee reviewed and approved Medical Office Administration as a new curriculum program and Mr. Kincaid made a motion to approve Medical Office Administration as a new curriculum program. Coming from committee, this required no second. The motion carried.
- The committee heard a report from Mrs. Smith regarding Student Services.
- The committee heard a report from Mr. Thill regarding Continuing Education.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

The Legislative/Public Relations Committee did not meet this afternoon (see attached minutes-Attachment E) and Mrs. Bulthuis conducted the following business on behalf of the committee:

- The committee received a legislative update from Dr. Bledsoe regarding the 2016-2017 Budget Priorities Update as seen in Appendix AA.
- Mrs. Haywood gave an update on Public Relations/Marketing, as seen in Appendix AB.

Institutional Status Committee – Johnny McKinnon, Chairman

The Institutional Status Committee did not meet earlier this afternoon (see attached minutes-Attachment F) and Mrs. Bulthuis conducted the following business on behalf of the committee:

- Dr. Bledsoe reported the results of the RFP for legal services. He noted that there was only one response to the original RFP. The college will advertise the RFP again.
- Mrs. Holton reported that a prospectus has been submitted to SACSCOC to offer courses at East and West Montgomery High Schools.

SGA Report – Stephen Gant, SGA President – Appendix AC

The Student Government Association report is attached as Appendix AC.

President’s Report – Dr. Chad Bledsoe – Appendix AD

State Board of Community College Recognition – Appendix AE

Dr. Bledsoe reported on activities since the last meeting and upcoming activities as noted in Appendix AD. In addition to his report he noted the following:

- Earlier in the month there was a Memorandum of Understanding signed with Gardner Webb University to maximum the amount of credits students can transfer.
- Dr. Bledsoe had the opportunity to speak to the Mt. Gilead Lions Club.
- Ethics Training was held on campus on March 23.
- The Legislative Brunch was held on March 31.
- Dr. Bledsoe attended the Inauguration of Wingate University’s new President.
- The College is proposing changes to the curriculum of the Taxidermy Program. These changes will shorten the amount of time required to take a course.
- Dr. Bledsoe presented Appendix AE, comments and commendation regarding the State Board of Community Colleges meeting on campus in March.
- Dr. Bledsoe is continuing to contact County Commissioners and concerned community members regarding the potential building donation. So far those that he has spoken with have had good questions and comments about the building.
- Abraham Encinas-Torres, ESL Instructor, was in a car accident this week.

Chairman’s Report – Claudia Bulthuis, Chairman – Appendix AF

Mrs. Bulthuis presented Appendix AF, the calendar of events, she noted the following upcoming events:

- The next Board meeting will be May 11 at 5 p.m.
- Graduation will be May 11, 2016 at 7 p.m.

- Graduation at Southern Correctional will be May 13, 2016.

Mrs. Bulthuis noted from the Legislative Brunch that Legislators are working on streamlining the funding for education. They are also working on developing an office to assist rural communities.

Mrs. Bulthuis read a letter from George Fouts, Interim President of the NC Community College System, commending the college on the success of the State Board of Community Colleges meeting on campus.

Mrs. Bulthuis recognized Korrie Ervin for her work with the successful State Board of Community Colleges meeting and Legislative Brunch held on campus.

Mrs. Bulthuis recognized Dr. Bledsoe for his one year of service to the college.

Dr. Bledsoe and Mrs. Bulthuis signed the President's new contract. Dr. Bledsoe thanked the Board for the new contract and expressed his appreciation to the President's Cabinet for their support over the past year.

There being no further business, Mr. Kincaid made a motion, seconded by Mr. Martin, to adjourn the meeting at 7:57 p.m. The motion carried.

Claudia Bulthuis, Chairman

Attachment A**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 13, 2016 at 5:30 p.m. in the College Boardroom.

Present

Claudia Bulthuis, Acting Chairman
Susan Eggleston
Ron Kincaid

Absent

Anna Hollers, Chairman
Gordon Knowles, Vice Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Sharon Cupples
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Chappell Russell, Montgomery Herald; and Korrie Ervin, Assistant to the President.

Mrs. Bulthuis, Chairman, called the meeting to order. She welcomed Lynn Epps to the committee meetings.

Committee roll was taken by Acting Chairman Bulthuis and all committee members were present, except Anna Hollers and Gordon Knowles.

Approval of the March Committee Minutes – Appendix B – Action

Mrs. Eggleston made a motion, seconded by Mr. Kincaid, to approve the March Committee minutes. The motion carried.

March Local, State, and Institutional Funds Financial Report – Appendix C – Action

Mrs. McBride reported the following:

- As of March 31, 2016, County fund expenditures were \$507,989, 69% of the total budget.
- There were \$119,673 available for Capital Expenditures as of March 31, 2016.
- As of March 31, 2016, State fund expenditures were \$5,141,332, 69% of the total budget.
- As of March 31, 2016, the balance in Institutional Funds was \$655,844. Negative balances are due to timing,
- As of March 31, 2016, the balance in the STIF account was \$186,245.

On a motion by Mrs. Eggleston, seconded by Mr. Kincaid, the March Local, State and Institutional Funds Financial Reports were approved. The motion carried.

March Foundation Fund Statements – Appendix D

Mrs. Epps presented Appendix D, the March Foundation Fund Statements. She noted that there was a market value increase over the past month.

The employee annual fund drive is at 81% of employee participation.

The Earle A. Connelly Invitational Golf Tournament will be Friday, April 15 at Denson's Creek Golf Course. There are 14 teams signed up for the tournament and 31 hole sponsors.

A representative from the Canon Foundation met with several people from campus today regarding the Simman request and toured the facilities.

There being no further business, the meeting adjourned at 5:38 p.m.

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 13, 2016 at 5:38 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
Claudia Bulthuis, Vice Chairman
Sharon Cupples
Ron Kincaid

Absent

Anna Hollers
Gordon Knowles

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Chappell Russell, Montgomery Herald; and Korrie Ervin, Assistant to the President.

Mr. Martin, Chairman, called the meeting to order.

Committee roll was taken by Chairman Martin and all committee members were present, except Anna Hollers and Gordon Knowles.

Approval of March Committee Minutes – Appendix E – Action

Mr. Kincaid made a motion, seconded by Mr. Bulthuis, to approve the minutes from the March committee meeting. The motion carried.

Facilities Report – Appendix F

Mrs. McBride presented Appendix F, the facilities report.

Wanda Frick met with the Montgomery County Master Gardeners and they plan to tour campus next week.

The emergency action plan has been sent to all employees, active shooter training will be held April 22 and 29 for employees.

Mr. Absher commended Marcus Ervin for his personal protection equipment.

Incident Report – Appendix G

Mrs. McBride presented Appendix G, the incident report.

The vehicle incident was between two vehicles on campus.

The sexual harassment was between two students and is under investigation.

Hosting GPS Station – Appendix H – Action

Mrs. McBride presented Appendix H, a contract request from Leica Geosystems, Inc. to host a GPS station for agricultural purposes. There would be no costs to the college and the college would be paid \$1,000 annually.

Mr. Kincaid questioned if workman's compensation or a general liability insurance would be involved if there were an accident related to the installation or maintenance of the equipment on the roof. Dr. Bledsoe will research if the college's general liability or the company's general liability would be responsible.

Mrs. Cupples made a motion, seconded by Mrs. Bulhuis, to approve hosting the GPS station on campus. The motion carried.

Proposed Bond Priorities – Appendix I – Action

Dr. Bledsoe presented Appendix I, the proposed bond priorities.

No formal quotes have been received for proposed projects, preliminary quotes were received or general cost estimates were used to develop the costs noted in the report.

Dr. Bledsoe reported that the bonds should begin selling in August and funds would be available in the late Fall.

Mr. Kincaid made a motion, seconded by Mrs. Cupples, to approve the Proposed Bond Priorities. The motion carried.

There being no further business, the meeting adjourned at 5:53 p.m.

Attachment C**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 13, 2016 at 5:53 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Sharon Cupples, Vice Chairman
Phil Absher
Claudia Bulthuis

Absent

Anna Hollers

Others Present

Susan Eggleston
Ron Kincaid
Sam Martin
Johnny McKinnon
Paula Covington
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Chappell Russell, Montgomery Herald; and Korrie Ervin, Assistant to the President.

Mrs. Capel, Chairman, called the meeting to order.

Committee roll was taken by Chairman Capel and all committee members were present, except Anna Hollers.

Approval of March Committee Minutes – Appendix L – Action

Mrs. Bulthuis made a motion, seconded by Mrs. Covington, to approve the minutes from the March committee meeting. The motion carried.

Introduction of New Employees at Board Meeting

Riley Beaman, Coordinator of Health and Public Safety – Appendix K

Jessica McDaniel, Small Business Center Director – Appendix L

Lynn Epps, Director of Resource Development – Appendix M

Mrs. Capel reported that there will be three new employees introduced at the Board meeting.

Revised Board Policy 320.00 Professional Development – Second Reading – Appendix N – Action

Mrs. Capel presented, Appendix N, revisions to Board Policy 320.00 Professional Development.

Revised Board Policy 610.00 Admissions – Second Reading – Appendix O – Action

Mrs. Capel presented Appendix O, revisions to Board Policy 610.00 Admissions.

New Board Policy 677.00 Student Grievances and Appeals - Second Reading – Appendix P – Action

Mrs. Capel presented Appendix P, new Board Policy 677.00 Student Grievances and Appeals.

Mrs. Covington made a motion, seconded by Mrs. Cupples, to approve revisions to Board Policies 320.00 Professional Development, 610.00 Admission and new Board Policy 677.00 Student Grievances and Appeals. The motion carried.

Notice of Retirement – Custodian/Maintenance Staff – Appendix Q

Mrs. Capel presented Appendix Q, the retirement notification from James (J.C.) Owen from the custodian/maintenance staff.

Notice of Resignation – Compensatory Education Instructor – Appendix Q-1

Mrs. Capel presented Appendix Q-1, the resignation notification from Clare Cagle, Compensatory Education Instructor.

New Position Recommendations – Action

Phlebotomy – Appendix R

Director of Foundational Studies – Appendix S

Mrs. Capel presented Appendix R and Appendix S, job descriptions for two new positions as Phlebotomy Program Head and Director of Foundational Studies.

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve new positions for a Phlebotomy Program Head and a Director of Foundational Studies. The motion carried.

Closed Session

Mrs. Covington made a motion, seconded by Mr. Absher, to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(1) to prevent the disclosure of information that is confidential pursuant to North Carolina General Statute 115D-27 at 5:55 p.m. The motion carried.

No action was taken in closed session.

Mrs. Covington made a motion, seconded by Mr. Absher, to return to open session. The motion carried.

Revisions to the Organizational Chart – Appendix T – Action

Mrs. Capel presented Appendix T, proposed revisions to the organizational chart.

Mrs. Covington made a motion, seconded by Mrs. Cupples, to approve the revisions to the organizational chart. The motion carried.

President's New Contract – Appendix U – Action

Mrs. Capel presented Appendix U, a new contract for the college President, Dr. Chad Bledsoe.

Mrs. Covington made a motion, seconded by Mr. Absher, to approve the College President's new contract. The motion carried.

There being no further business, the meeting adjourned at 6:25 p.m.

Attachment D

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 13, 2016 at 6:25 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Sam Martin, Vice Chairman
Phil Absher
Claudia Bulhuis
Sharon Cupples

Absent

Andrea Marshall

Others Present

Gelynda Capel
Paula Covington
Susan Eggleston
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Jessica McDaniel, Director of Small Business Center; Riley Beaman, Director of Health and Public Safety; Lynne Hancock, Director of Practical Nursing; Wendy Vaughn, Practical Nursing Instructor; Hailey McDaniel, Practical Nursing Student; Chappell Russell, Montgomery Herald; and Korrie Ervin, Assistant to the President.

Mr. Kincaid, Chairman, called the meeting to order.

Committee roll was taken by Chairman Kincaid and all committee members were present, except Andrea Marshall.

Approval of March Committee Minutes – Appendix V – Action

Mr. Martin made a motion, seconded by Mrs. Bulhuis, to approve the March Committee minutes. The motion carried.

Update from Instruction – Dr. Chad Bledsoe – Appendix W

Dr. Bledsoe gave an update on instructional activities as presented in Appendix W.

Proposed New Curriculum Program – Medical Office Administration – Appendix X – Action

Dr. Bledsoe presented Appendix X, the curriculum standard for the Medical Office Administration program. He noted that the majority of this program mirrors the coursework of Medical Assisting but adds an administrative piece to the curriculum.

Mr. Martin made a motion, seconded by Mr. Absher, to approve Medical Office Administration as a new curriculum program. The motion carried.

Update from Vice President of Student Services – Appendix Y

Mrs. Smith gave an update on student services activities as presented in Appendix Y.

Graduation at Southern Correctional will be May 13 at 1:15 p.m. Those wishing to attend should arrive at prison by 12:30 p.m.

Update from Dean of Continuing Education – Appendix Z

Mr. Thill gave an update on continuing education activities as presented in Appendix Z.

There being no further business, the meeting adjourned at 6:46 p.m. The motion carried.

Attachment E

**Legislative/Public Relations Committee
Minutes**

Due to the time, Mrs. Bulthuis asked that the business of the Legislative/Public Relations Committee be held during the Board meeting.

Attachment F

**Institutional Status Committee
Minutes**

Due to the time, Mrs. Bulthuis asked that the business of the Institutional Status Committee be held during the Board meeting.

**Montgomery Community College
County Funds - Board Report for April 2016**

Appendix B

County Funds - APRIL 2016		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511101	Car Allowance	6,000	500	5,000	1,000	83%
514000	FT Svc/Maint/Skilled Craft	156,483	12,831	130,821	25,662	84%
514050	Supvr Svc/Maint/Skilled Craft	78,539	6,420	65,700	12,839	84%
518100	Social Security	18,091	1,471	15,150	2,941	84%
518200	Retirement	35,480	2,949	29,582	5,898	83%
518300	Medical Insurance	41,417	4,015	33,854	7,563	82%
518700	Longevity Payments	2,535	-	2,535	0	100%
519090	Waste Removal/Recycling	15,000	1,031	13,245	1,755	88%
519120	Lawns and Grounds Service	1,521	21	1,521	-	100%
519110	Pest Control Svcs Agreement	850	-	250	600	29%
521000	Custodial Supplies	13,300	1,264	11,736	1,564	88%
522000	Maintenance Supplies	16,199	1,172	13,742	2,457	85%
524000	Repair Supplies	10,000	612	6,516	3,484	65%
525000	Gas/Travel/Reimbursement	1,000	(67)	881	119	88%
531140	In-State Lodging	130	-	-	130	0%
531150	In-State Meals	49	49	49	0	100%
531210	Out-of-State Ground Transportation	380	-	380	0	100%
531240	Out-of-State Lodging	111	-	111	0	100%
531250	Out-of-State Meals	64	-	64	(0)	101%
531500	Registration Fees	543	85	322	221	59%
532200	Telephone	18,300	1,019	16,164	2,136	88%
532300	Telecommunications Data	390	-	390	-	100%
533100	Heat	37,337	104	14,029	23,308	38%
533200	Water	11,086	692	8,579	2,507	77%
533300	Electricity	193,000	15,175	163,163	29,837	85%
533400	Garbage/Sewage Disposal	5,000	241	4,320	680	86%
535100	Equipment Repair	3,000	241	1,619	1,381	54%
535200	Repairs to Facilities	19,211	1,791	10,699	8,512	56%
535201	Repairs to Grounds-Supplies	2,000	-	413	1,587	21%
535400	Service Contracts	11,438	276	7,212	4,226	63%
539200	PR-President's Office	500	-	464	36	93%
539500	Other Current Expense	2,367	-	710	1,657	30%
543000	Lease/Rental Other Equipment	939	70	525	414	56%
545000	Property Insurance	13,900	-	-	13,900	0%
545100	Motor Vehicle Insurance	2,300	-	(25)	2,325	-1%
545200	Liability Insurance	3,000	-	(44)	3,044	-1%
545201	Workers Comp	11,000	-	(981)	11,981	-9%
545301	Life Insurance	1,820	167	1,427	393	78%
546100	Membership & Dues	1,800	-	-	1,800	0%
Total Current Expense		736,080	52,130	560,119	175,961	76%

**Montgomery Community College
County Funds - Board Report for April 2016**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's February 2016 Report		\$ 275,730
Add: 2016 Property Tax Allocation from County Report		51,837
		327,567
Total Revenue		327,567
Less: 2012-13 Projects		(11,537)
Less: 2013-14 Projects		(53,882)
Less: 2015-16 Projects		
Multi-purpose Room Project		(301,942)
Roof Repairs (Bldg 100 & 200)		(1,500)
Building 500 Polished Concrete Floor		(4,163)
Cooling Tower Cleaner		(4,810)
Building 100 Dock Entrance		(1,740)
General Store to Library		(9,000)
		(61,007)
Sub-total Life-to-date Revenues less Submitted Projects		(61,007)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)		75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)		100,000
		\$ 113,993
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 4-30-16		\$ 113,993

**Montgomery Community College
State Funds - Board Report for April 2016**

Appendix B

State Funds - APRIL 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	136,961	11,351	114,259	22,702	83%
511200 FT Senior Administrator	207,171	11,836	174,778	32,393	84%
511300 FT Professional Staff	959,126	76,029	790,996	168,130	82%
511310 PT Professional Staff	85,404	6,136	59,298	26,106	69%
512000 FT Support	93,882	7,636	78,610	15,272	84%
512010 PT Support	16,340	2,124	11,136	5,204	68%
512040 30 Hour Support	27,203	2,220	22,763	4,441	84%
513000 FT Faculty	1,818,614	155,375	1,525,773	292,841	84%
513010 PT Faculty	787,044	61,924	636,477	150,567	81%
513030 PT Teaching Assistant	1,500	225	1,440	60	96%
513040 30 Hour Faculty	107,618	7,296	91,426	16,192	85%
515000 FT Technical/Paraprofessional	334,397	25,433	280,706	53,692	84%
515010 PT Technical/Paraprofessional	84,866	21,226	71,211	13,655	84%
516020 Student Salaries - Inst	2,650	200	1,360	1,290	51%
518100 Social Security	355,528	28,375	282,595	72,933	79%
518200 Retirement	574,076	47,714	478,956	95,120	83%
518300 Medical Insurance	420,408	33,070	340,552	79,857	81%
518500 Unemployment Compensation	11,180	-	11,180	(0)	100%
518700 Longevity Payments	50,241	2,863	49,654	587	99%
519000 Legal Services	158	-	158	1	100%
519010 Financial/Audit Service	4,082	-	4,082	-	100%
519040 Administrative Services	25,328	3,894	8,708	16,620	34%
519142 LAN Support Services	4,500	-	-	4,500	0%
519400 Contracted Instruction	62,264	733	35,426	26,839	57%
519700 Personal Service - 3rd Party	7,705	-	2,700	5,005	35%
523XXX Copies & Instructional Supplies	235,572	56,188	176,892	58,680	75%
527000 Other Supplies	89,051	13,348	68,252	20,799	77%
527005 Tires & Oil Changes	1,937	1,936	1,936	1	100%
531110 In-State Ground Transportation	16,092	1,672	10,944	5,148	68%
531130 In-State Other Transportation	200	-	-	200	0%
531140 In-State Lodging	14,561	1,939	8,426	6,135	58%
531150 In-State Meals	4,131	253	1,882	2,249	46%
531210 Out-of-State Ground Transportation	1,864	210	1,507	357	81%
531220 Out-of-State Air Transportation	4,160	-	3,623	537	87%
531240 Out-of-State Lodging	7,603	553	6,711	892	88%
531250 Out-of-State Meals	2,259	-	1,986	273	88%
531410 Board/Non-emp Transportation	76	(2,936)	(987)	1,063	n/a
531420 Board Expense - Subsistence	875	613	613	262	70%
531500 Registration Fees	23,588	3,685	15,073	8,515	64%
532100 Postage	13,799	-	5,928	7,871	43%
532700 Software Subscriptions	4,518	3,775	4,518	0	100%
535100 Equipment Repair	36,775	3,900	34,807	1,968	95%
535400 Service Contracts	2,412	-	(338)	2,750	-14%
535430 Maint Agreement-Equipment	5,420	-	3,738	1,682	69%
535450 Maint Agreement-NonWAN - Curr	34,081	865	28,508	5,573	84%
535470 Maint Agreement-NonWAN - ConEd	-	-	(553)	553	0%

Montgomery Community College
State Funds - Board Report for April 2016

State Funds - APRIL 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Exp This Year
535494 Maint. Agree.-Server Sf	1,070	70	1,070	-	100%
535495 Maint. Agree.-Server	1,833	1,833	1,833	0	100%
537000 Advertising	80,792	3,747	40,004	40,788	50%
537100 Advertise Vacant Positions	17,000	1,802	11,864	5,136	70%
539400 Magazine/Newspaper Subscriptions	3,591	-	3,465	126	96%
539500 Other Current Expense	1,208	100	160	1,048	13%
539520 Electronic Processing	7,100	6,963	6,963	137	98%
539700 Childcare - 530 Purpose	22,698	3,125	15,312	7,386	67%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	97,892	345	61,567	36,325	63%
545100 Motor Vehicle Insurance	2,375	-	912	1,463	38%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	16,251	95	4,282	11,969	26%
546200 Accreditation Expense	3,420	500	3,420	-	100%
548000 NEIT	500	-	-	500	0%
555100 Minor Equip Low Risk <\$5K	69,854	41,942	58,985	10,869	84%
555200 Minor Equip High Risk <\$5K	43,952	36,462	38,634	5,318	88%
Total Current Expense	7,050,951	688,643	5,696,180	1,354,771	81%
551000 Office Equipment	30,602	-	-	30,602	0%
552072 Server	22,534	19,096	19,096	3,438	85%
553000 Educational Equipment	235,001	(14,397)	87,164	147,837	37%
555100 Minor Equipment Low Risk	17,394	(1,840)	13,488	3,906	78%
555200 Minor Equipment High Risk	22,215	434	10,432	11,783	47%
556100 Books	25,000	6,106	13,015	11,985	52%
Total Capital Expense	352,746	9,399	143,195	209,551	41%
Total Expenses	7,403,697	698,042	5,839,375	1,564,322	79%

Montgomery Community College
Institutional Funds - Board Report for April 2016

Institutional Funds - APRIL 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121 Pell Overpayments	523	-	523	-	-
01-128 Veterans Reporting Fee	-	-	432	-	501
01-132 Overhead Receipts 75%	100	-	2,513	1,826	21,225
01-133 Current General & Misc	-	3	50	618	2,022
01-134 Admin Support	-	(6,559)	9,210	2,651	6,559
01-135 Overhead Receipts 25%	33	-	836	-	6,438
01-142 Textbook Rental - CCP	239	-	15,114	11,648	4,646
01-222 Forestry Program	-	-	6	5,400	18,775
01-291 Specific Fees: Medical Asst.	30	-	389	-	2,425
01-291 Specific Fees: Electronics	-	-	525	-	1,550
01-291 Specific Fees: Gunsmithing	241	-	5,505	-	39,565
01-291 Specific Fees: Pottery	936	-	7,147	3,940	43,886
01-291 Specific Fees: Taxidermy	-	-	731	-	14,393
01-291 Specific Fees - LP	-	-	2,778	-	6,543
01-291 Specific Fees: Dental	300	-	2,722	1,569	3,793
01-291 Specific Fees: NET/TEAS	-	-	5,376	5,798	3,460
01-294 Live Projects: Taxidermy	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	15	-	532
01-315 Self Supporting	(84)	2,469	36,392	21,712	40,318
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	-	-	710	812	1,378
01-363 Small Business Center	276	-	1,065	530	9,003
01-391 Specific Fees: Occ. Ext	(27)	4,735	9,948	9,029	18,364
01-394 Horticulture: Live Projects	-	-	-	-	878
01-621 Operational Funds	6,532	(1,925)	12,093	9,140	27,211
01-715 Vending	2,947	2,947	12,278	12,278	-
02-131 College Work Study	2,791	2,791	16,914	16,914	-
02-228 Self Supp. Curriculum	51	81	4,065	11,731	28,157
02-229 Distance Learning	7	-	60	-	-
02-237 Perkins Prof Development	14,397	14,397	14,397	14,397	-
02-292 Tech Fee-Curr	1,053	471	18,029	7,795	96,266
02-383 Fire Training Center Grant	3,481	388	29,665	27,356	9,191
02-392 Tech Fee: Con Ed	-	-	235	-	1,953
02-429 Vo-Ed PT Curriculum Support	740	740	7,720	7,720	-
02-511 Voc-Ed Counseling	1,185	1,185	12,030	12,030	-
02-823 FSEOG	-	-	17,051	16,886	165
02-824 Pell Grant	40,447	33,865	1,049,121	1,049,121	-
1 02-831 Education Lottery Scholarships	1,325	1,325	28,200	28,575	(375)
02-833 Golden LEAF	-	-	12,068	5,250	6,818
2 02-835 NC Community College Grant	3,060	3,223	44,462	44,987	(525)
02-836 High Demand/Low Enrollment	-	-	2,053	2,053	-
3 02-837 MCC Foundation Scholarships	-	60	123,730	123,762	(32)
02-838 Wells Fargo Scholarships	250	250	500	500	-
02-839 Less Than Half-time	-	-	510	510	-
02-841 MCC Club Scholarships	-	-	1,000	1,000	-
02-842 SGA President Scholarships	-	-	1,500	1,500	-
02-845 SECU Scholarships	-	-	7,500	7,500	-

**Montgomery Community College
Institutional Funds - Board Report for April 2016**

Institutional Funds - APRIL 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-227 Daycare Center	235	-	235	-	353
05-715 Vending	1,353	3,469	7,107	20,185	10,612
05-716 Bookstore Vending	2	865	23,353	8,110	62,571
05-720 Bookstore	43	-	346	-	-
05-721 General Store	1,492	1,305	25,719	27,272	5,027
05-730 Campus Food Service	-	-	1,680	1,680	-
05-740 Parking Fee	259	-	4,160	-	28,842
05-770 Student Government Association	865	11,637	27,563	20,037	17,796
05-771 Graduation Fund	950	3,336	4,593	4,561	3,819
05-774 Student Ambassador	119	-	3,130	966	26,197
07-942 Duke Energy Grant	-	-	-	223,515	26,485
09-772 Club Accounts	-	-	-	-	65,877
4 09-773 Bookstore Agency Fund	-	-	-	-	(7,207)
09-775 Funds Held for Others	-	-	-	-	1,377
09-776 Restricted Scholarships Held	-	-	-	-	925
Total Institutional Funds: First Bank	86,152	81,057	1,615,053	1,772,863	662,383

STIF Account as of 04/30/16

	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	31	247	41,932	42,179
02-229 Distance Learning	7	60	10,137	10,196
02-292 Technology Fees	55	438	74,451	74,889
05-720 Bookstore	43	346	58,771	59,117
Total Institutional Funds: State Treasury	136	1,090	185,291	186,382

NOTES:

- 1 Due from College Foundation (ELS)
- 2 Due from College Foundation (NCCCG)
- 3 Due from MCC Foundation (Scholarships)
- 4 Financial Aid Charges for Books

Memorandum

TO: Montgomery Community College Board of Trustees
CC: Cathy Biby, Accountant; Jessica Brower, A/R Specialist
From: Jeanette McBride, VP of Administrative Services
Date: April 18, 2016
Re: 2016 Write-Offs of more than \$50

According to the Collection Section of the Attorney General's Office regarding uncollectible accounts, the policy states "accounts should be written off an agency's financial accounting records when all collection procedures have been conducted without results and management deems the accounts uncollectible. Uncollectible accounts may be written off of an agency's financial accounting records and no longer recognized as collectible receivables for financial reporting purposes, but the legal obligation to pay the debts still remains."

Due to the fact that the statute of limitations on most receivables is three years, I have compiled a list of balances that are more than \$50 and have had no activity in the last three years. According to the Policy and Procedures, Section 4, of the North Carolina Community College Accounting Procedures Manual, these balances may be written off once approval has been obtained from the college's Board of Trustees. These amounts will be written off as a receivable for financial statement purposes, but will continue to be on the Debt Setoff list for the Department of Revenue to continue collection attempts through their State Income Tax Refunds and Williams & Fudge Collection Agency.

<u>Student ID</u>	<u>Student Name</u>	<u>Term</u>	<u>Amount Owed</u>	<u>Amount Owed</u>	
			<u>State Funds</u>	<u>Institutional Funds</u>	<u>Total Due</u>
-	-	-			
440549	Beal, Dawn	2012FA	\$258.75	\$48.60	\$307.35
402442	Bennett, Stephanie	2010FA	\$385.68	\$586.20	\$971.88
438513	Everett, Nekisha	2012FA	\$306.44	\$833.81	\$1,140.25
410855	Halloran, Carmen	2012FA	\$813.10	\$36.92	\$850.02
434584	Harris, Kathryn	2013SP		\$253.79	\$253.79
443560	Henderson, Jami	2012FA	\$456.91	\$500.94	\$957.85
439988	Howell, Angela	2012SP	\$500.35	\$596.36	\$1,096.71

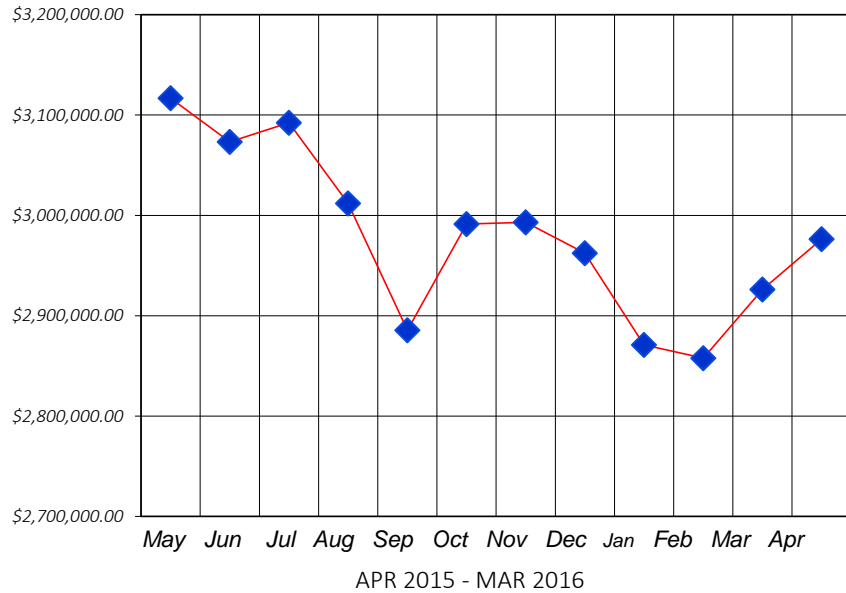
441890	Jones, Keira	2012FA		\$273.03	\$273.03
401406	McFadden, Crystal	2012FA	\$120.52	\$95.06	\$215.58
387357	Nooe, Samantha	2011FA		\$481.90	\$481.90
411817	Peshoff, JB	2013SP	\$207.00	\$136.98	\$343.98
427060	Primm, Danielle	2012SP	\$350.06	\$275.04	\$625.10
433858	Shepherd, Kimberly	2012SU		\$149.63	\$149.63
393292	Wooten, Stephanie	2009SP	\$234.23	\$215.72	\$449.95
		TOTALS	\$3,633.04	\$4,483.98	\$8,117.02

Collections efforts for the above accounts are as follows; Past due letters were sent to each individual at 30, 60, and 90 days past due. If no payment efforts were made during that time the debt was turned into the North Carolina Department of Revenue and Williams and Fudge Collection Agency. No collections have been made in the past three years.

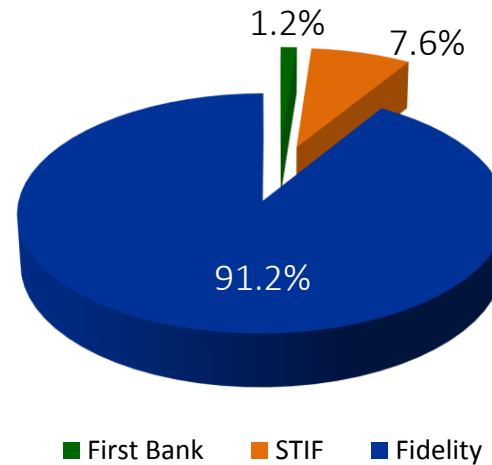
Montgomery Community College Foundation Funds Statement FY 2015-2016

	Fiscal Year To Date 7/1/2015 thru 4/30/2016				Month of April 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,795,059.90	\$258,516.27	\$19,649.32	\$3,073,225.49	\$2,678,305.99	\$227,028.47	\$20,845.71	\$2,926,180.17
Receipts								
Interest/Gains	\$60,981.50	\$1,390.12	\$4.49	\$62,376.11	\$6,826.16	\$165.79	\$0.40	\$6,992.35
Deposits	\$64,423.36	\$36,761.86	\$155,214.12	\$256,399.34	\$2,200.00	\$1,560.00	\$21,579.04	\$25,339.04
Total Receipts	\$125,404.86	\$38,151.98	\$155,218.61	\$318,775.45	\$9,026.16	\$1,725.79	\$21,579.44	\$32,331.39
Disbursements								
Withdrawals/Fees	\$105,346.31	\$70,413.99	\$138,317.78	\$314,078.08	\$1,985.61	\$2,500.00	\$5,875.00	\$10,360.61
Total Disbursements	\$105,346.31	\$70,413.99	\$138,317.78	\$314,078.08	\$1,985.61	\$2,500.00	\$5,875.00	\$10,360.61
Market Value Net Change	(\$101,481.44)	\$0.00	\$0.00	(\$101,481.44)	\$28,290.47	\$0.00	\$0.00	\$28,290.47
Ending Value	\$2,713,637.01	\$226,254.26	\$36,550.15	\$2,976,441.42	\$2,713,637.01	\$226,254.26	\$36,550.15	\$2,976,441.42
Net Change	(\$81,422.89)	(\$32,262.01)	\$16,900.83	(\$96,784.07)	\$35,331.02	(\$774.21)	\$15,704.44	\$50,261.25

Foundation Funds Value



Foundation Funds Distribution



In-Kind Donation Transfers
April 2016
Foundation Office

Approximate Value	Item	Transfer To
\$332.45	Gunsmithing tools Donated by Dale Annis w/ Annis Arms LLC	Gunsmithing Program
\$332.45	TOTAL	

Grants Applied For

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Cannon Foundation	SimMan for Nursing Programs	Purchase of a Simulation Manikin, Software and Scenarios, construction of movable walls with one way glass for instructor viewing		\$100K	Grant submitted March 2016 Visit from funder 4-11-16 Notification in 10 to 12 weeks (June 29)
Golden Leaf	Community Assistance Initiative for Prosperity Regions - Information meeting 8/28/14 Sandhills Prosperity Zone: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.	Funds could be used to pursue similar activity as the DOL grants, remodel, refurbish and equip Building Requires 20% Cash match. Can combine with the Duke Energy Grant to help meet the match as well as outside donation opportunities	1 Year	\$1.5M per county in prosperity zone, County Manager to endorse	Letter of Inquiry submitted 12/1/14 Add'l info submitted 1/7/15 Review meeting 1/15/15 Invite to submit 2/5/15 Proposal due 3/13/15 Q & A Meeting 5/6/15 Determination 6/4/15 AWARDED \$400k Start Date Revision Requested 2/5/16 Project End Date Extended to 6/30/2017

Grants Awarded 2015-2016 Fiscal

Grantor	Title	Purpose	Length	Amount Awarded	Grant Due	Response
NCCCS	Minority Male Mentoring	The NCCCS SuccessNC's Minority Male Mentoring Program (3MP) is an active, intensive, and engaging process of academic coaching and case management that provides early access and academic support to minority male students with an increased likelihood of dropping out	1 Year	\$17,608	6/16/2015	9/28/2015

Grants Amended & Approved 2015-2016 Fiscal

Grantor	Title	Purpose	Length	Amount Awarded	Grant Due	Response
Duke Energy	Community College Grant Program	Equipment & Renovations	2 year	\$250,000	7/1/2017	Submitted 12/19/2014 Interview 2/5/15 Determination 3/31/15 Grant Changes Approved 4-25-16

Facilities

May 2016

Prepared By: Wanda Frick

Director of Facilities

The new Bookstore area has been constructed and waiting for set-up. The walls are the matching storefront style as the adjoining offices.



The renovations to enlarge the IT Department are in the final stages. Sections of existing walls were removed to open the area and new walls were constructed to expand the enclosed areas. Walls have been primed and painted. The floors are being prepped for the installation of carpet tiles and cove base.



Personnel Appointment

Name of Person	Carol Hendrix
Present Address	146 Morris Street, Troy, NC 27371
Position	Special Programs Assistant
Position Category	Level VII
Salary	\$26112
Effective Date of Employment	5/16/2016
Budget Information	

Position Description

The Special Programs Assistant will assist with career inventories, workshops, and other student support services. In addition, this position assists with testing services offered through the Counseling and Career Development Center. This position assists with the administration and interpretation of career assessments and placement testing, participates in student success workshops, class presentations, and specialty orientations sharing general admissions and Student Services knowledge with incoming and current students.

Education and Certifications

School/Certification	Years Attended	Degree
Montgomery C. C.	2012 – 2015	Associate in Arts

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery C.C.	10/2012 – Present	CATS Lab Assistant
Montgomery C.C.	10/2012 – Present	English/CIS Tutor
Montgomery C.C.	7/2013 – 12/2013	Library Assistant

Hiring Committee

Person	Position
Natalie Winfree	Director of Counseling Services
Diana Sanchez	High School Liaison
Robert Nelson	Dean of Arts and Sciences
Carol Holton	Coordinator of Institutional Effectiveness/ SACSCOC Liaison
Andrew Gardner	Director of Business and Industry Services

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Carol Hendrix, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Carol Hendrix for the Special Programs Assistant position.

Chad A. Bledsoe

Chad A. Bledsoe
President



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

April 18, 2016

Mr. Randall Zielsdorf
1011 Page Street
Troy, NC 27371

Dear Mr. Zielsdorf:

I am in receipt of your letter announcing your retirement on December 31, 2016. I accept your letter notifying me of your retirement as Math Instructor. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

I would also like to offer to you an exit interview with me at your convenience. This would be an opportunity for you to share your impressions of Montgomery Community College, including ways we might improve our services to our students and community.


Please contact Ms. Melisa Bond for advice about the resignation procedure for employees at the college. If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe". The signature is fluid and cursive.

Chad A. Bledsoe, Ph.D.
President

April 11, 2016

To: Dr. Chad Bledsoe 
President, Montgomery Community College

From: Randall A Zielsdorf
Math Instructor, Montgomery Community College

Dear Dr. Bledsoe,

Please accept this letter as my intent to retire at the end of this year, 2016. My last day of employment at Montgomery Community College will be December 31, 2016. Be assured that I will work to insure a smooth transition upon my retirement.

Regards,



Randall A. Zielsdorf

Current Policy

311.00 Resignation and/or Termination

The Board of Trustees delegates to the President the authority to accept or reject all resignations, reporting such action to the Board as a matter of information. Any employee who has a reason to resign his/her position at Montgomery Community College must submit a written notice to the President thirty (30) days prior to the departure date. Instructors are expected to finish the semester's work before resignation. The President reserves the right to reject a tender of resignation and shall do so in the absence of an agreement between the parties in compromise and full settlement of all existing claims of the resigning employee against the Board of Trustees and the officers of the College. The President will acknowledge receipt of the resignation letter within five (5) calendar days from time of receipt. Any employee who resigns may reapply for the resigned position if and when the position is posted for hiring. No special considerations will be granted a re-applying, former employee.

Montgomery Community College requires each employee who resigns his/her service with the College to obtain clearance from those departments from which materials and services may have been received while on duty. Final checks will not be issued until the Business Office receives a properly executed exit interview form, indicating the date of resignation, from the employee's Cabinet level supervisor and the President. Final payments cannot be prepared until the employee's leave record including the final pay period has been finalized in the Business Office.

Current Policy

313.00 Reduction in Force

The President shall determine financial exigency. Before the decision is made and when it appears that the College will experience financial exigency or when it is considering a major curtailment or elimination of teaching or other service program, the President will consult with the appropriate Vice President to seek advice and recommendations. A written record of these meetings should be kept and distributed to the parties to be affected.

When an employee's employment is to be terminated because of financial exigency, the individuals so affected shall be notified by the President as soon as college officials learn of the necessity to terminate a program or position. In no instance, will an employee be given less than sixty (60) calendar days notice in writing before he or she is to be terminated for financial exigency.

This notice shall include a statement of the conditions requiring termination of employment, a general description of the procedures followed in making the decision, and a statement of the employee's right upon request, to a reconsideration of the decision if he alleges that the decision to terminate him rather than another was arbitrary or capricious.

Within ten (10) days after receiving a written notice of termination for financial exigency, an employee may request in writing a private conference with the President to discuss the reasons. Failure to make the request for hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. This review is limited solely to determining whether the decision was based upon any of the grounds stated to be impermissible in Section 312.00.

This request for review shall be written and addressed to the College President with a copy to the Chairman of the Board of Trustees. It shall specify the grounds upon which the employee contends that the decision was impermissibly based, with a short, plain statement of the facts that the staff member believes to support the contention.

Such a request constitutes on the employee's part: (1) representation that he/she can support his/her contention by factual proof, and (2) an agreement that the College may offer in rebuttal of his contention any relevant data within its possession.

The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least five (5) days notice of the hearing.

The hearing shall be conducted before a hearing panel consisting of the Personnel Committee of the Board of Trustees or appointed by the Chairman of the Board of Trustees. The hearing shall be recorded by audio means or any other means that the hearing panel may determine is sufficient to preserve an accurate record of the proceedings.

The hearing shall begin with the employee's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he desires to offer. When the employee has concluded this presentation, the hearing panel shall consider whether he/she has established a prima-facie case. If it determines that the contention has not been so established, it shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The College may then present in rebuttal of the employee's contentions, or in general support of the decision such testimonial or documentary proofs as it desires to offer. At the end of such presentation the hearing panel shall consider the matter in executive session. The burden is upon the aggrieved employee to satisfy the hearing panel that his contention is true.

If the hearing panel determines that the employee's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the President within five (5) days of its determination of the matter. Such a determination confirms the decision. If the hearing panel determines that the employee's contention has been satisfactorily established, it shall so notify him/her and the President by a written notice. There shall be no appeal procedure beyond the Trustee committee.

 Proposed Changes

311.00 Resignation, Non-Renewal, Termination or Reduction in Force

311.01 Resignation

The Board of Trustees delegates to the President the authority to accept or reject all resignations, reporting such action to the Board as a matter of information. Any employee who has a reason to resign his/her position at Montgomery Community College must submit a written notice to the President thirty (30) days prior to the departure date. Instructors are expected to finish the semester's work before resignation. The President reserves the right to enforce terms of employee contracts as appropriate to meet the best interests of the College. ~~reject a tender of resignation and shall do so in the absence of an agreement between the parties in compromise and full settlement of all existing claims of the resigning employee against the Board of Trustees and the officers of the College.~~ The President will acknowledge receipt of the resignation letter within five (5) calendar days from time of receipt. Any employee who resigns may reapply for the resigned position if and when the position is posted for hiring. No special considerations will be granted a re-applying, former employee.

Procedure

Montgomery Community College requires each employee who resigns his/her service with the College to obtain clearance from those departments from which materials and services may have been received while on duty. Final checks will not be issued until the Business Office receives a properly executed exit interview form, indicating the date of resignation, from the employee's Cabinet level supervisor and the President. Final payments cannot be prepared until the employee's leave record including the final pay period has been finalized in the Business Office.

311.02 Non Renewal or Termination

The Board of Trustees delegates to the President the authority to terminate or not renew a contract for employees of the College, reporting such action to the board as a matter of information.

Employees will be given appropriate notice of non-renewal or termination of their contract. In instances where termination is immediate, employees will be given an opportunity to return to campus to gather belongings under supervision and at the discretion of the College.

311.03 Reduction in Force (Currently Policy 313.00)

~~The President shall determine financial exigency. Before the decision is made and when it appears that the College will experience financial exigency or when it is considering a major curtailment or elimination of teaching or other service program, the President will consult with~~

~~the appropriate Vice President to seek advice and recommendations. A written record of these meetings should be kept and distributed to the parties to be affected.~~

The Board of Trustees delegates to the President the authority to determine financial exigency and implement a reduction in force, reporting such action to the Board as a matter of information.

When an employee's employment is to be terminated because of financial exigency, the individuals so affected shall be notified by the President as soon as college officials learn of the necessity to terminate a program or position. ~~In no instance, will an employee be given less than sixty (60) calendar days notice in writing before he or she is to be terminated for financial exigency.~~

Procedure

This notice shall include a statement of the conditions requiring termination of employment, a general description of the procedures followed in making the decision, and a statement of the employee's right upon request, to a reconsideration of the decision if he alleges that the decision to terminate him rather than another was arbitrary or capricious.

Within ten (10) days after receiving a written notice of termination for financial exigency, an employee may request in writing a private conference with the President to discuss the reasons. Failure to make the request for hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. This review is limited solely to determining whether the decision was based upon any of the grounds stated to be impermissible in Section 312.00.

This request for review shall be written and addressed to the College President with a copy to the Chairman of the Board of Trustees. It shall specify the grounds upon which the employee contends that the decision was impermissibly based, with a short, plain statement of the facts that the staff member believes to support the contention.

Such a request constitutes on the employee's part: (1) representation that he/she can support his/her contention by factual proof, and (2) an agreement that the College may offer in rebuttal of his contention any relevant data within its possession.

The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least five (5) days notice of the hearing.

The hearing shall be conducted before a hearing panel consisting of the Personnel Committee of the Board of Trustees or appointed by the Chairman of the Board of Trustees. The hearing shall be recorded by audio means or any other means that the hearing panel may determine is sufficient to preserve an accurate record of the proceedings.

The hearing shall begin with the employee's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he desires to offer. When the employee has concluded this presentation, the hearing panel shall consider whether he/she has established a prima-facie case. If it determines that the contention has not been so established, it shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The College may then present in rebuttal of the employee's contentions, or in general support of the decision such testimonial or documentary proofs as it desires to offer. At the end of such presentation the hearing panel shall consider the matter in executive session. The burden is upon the aggrieved employee to satisfy the hearing panel that his contention is true.

If the hearing panel determines that the employee's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the President within five (5) days of its determination of the matter. Such a determination confirms the decision. If the hearing panel determines that the employee's contention has been satisfactorily established, it shall so notify him/her and the President by a written notice. There shall be no appeal procedure beyond the Trustee committee.

312.00 Due Process for Employees

Employment of probationary employees is at will. The decision whether to reappoint, discipline, suspend or dismiss a college employee on probationary status may be based on any factor considered relevant to the total institutional interests. A decision may not be based upon: (1) the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or (2) discrimination based upon the staff member's race, sex, religion, age, political affiliation, handicap status, or national origin.

312.01 Probationary Employees and Nonreappointment, Discipline or Dismissal

Within ten (10) days after receiving a written notice of nonreappointment, discipline, suspension, or dismissal in the case of a probationary employee, an employee may request in writing a hearing. Failure to make the request for hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. This review is limited solely to determining whether the decision was based upon any of the grounds stated to be impermissible in this section.

This request for review shall be written and addressed to the College President. It shall specify the grounds upon which the employee contends that the decision was impermissibly based, with a short, plain statement of facts that the employee believes to support the contention.

Such a request constitutes on the employee's part: (1) representation that he/she can support his/her contention by factual proof, and (2) an agreement that the College may offer in rebuttal of his contention any relevant data within its possession.

The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least 5 days' notice of the hearing.

The hearing shall be conducted before a hearing officer, or before a hearing panel consisting of not less than three (3) and no more than five (5) persons. The hearing officer, or the hearing panel, shall be appointed by the President, and neither the hearing officer, nor any of the members of the hearing panel shall be a direct supervisor of the employee. In the case of a hearing panel, the President shall designate one member to act as chairman who shall control the conduct of the hearing. The hearing, whether before a hearing panel or hearing officer, shall be recorded by audio means or any other means sufficient to preserve an accurate record of the proceedings.

Unless the parties agree otherwise, the hearing shall begin with the employee's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer. When the employee has concluded this presentation, the hearing officer or panel shall consider whether he/she has established

substantial evidence supporting his position. If he/she has not presented substantial evidence supporting his/her position, the hearing officer or panel shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The College may then present in rebuttal of the employee's contentions, or in general support of the decision such testimonial or documentary proofs as it desires to offer. At the end of such presentation, the hearing panel, if used, shall consider the matter in executive session. The burden is upon the aggrieved employee to satisfy the hearing officer or panel that his contention is true.

If the hearing officer or panel determines that the employee's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the President within five (5) days of the determination of the matter. If the employee's contention has been satisfactorily established, the hearing officer or panel shall so notify him/her and the President by a written notice. The President will make a final determination as to discipline, suspension or termination. Within five (5) days after the receipt of the letter setting forth the President's decision, the employee may request an appeal to a committee of not more than three (3) members of the Board of Trustees. This request shall be written and addressed to the Chairman of the Board of Trustees with copies to the President and chair of the hearing panel or hearing officer. The appeal shall be limited to review of the transcript and based upon the standard of whether the decision is supported by any reasonable evidence. There shall be no appeal procedure beyond the Trustee committee.

312.02 Non-Probationary Employee Discipline or Dismissal

The President shall give thirty (30) calendar days notice in writing to any non-probationary employee who is to be dismissed during the term of that employee's employment contract. The President may suspend an employee for up to thirty (30) calendar days with or without pay or for such time as legal action or internal appeal may be pending.

It is the responsibility of the Board of Trustees and of the President of the College at all times, to ensure that all employees of all classifications in the College with written contracts or letters of reappointment, are of such character, disposition, attitude, habits, philosophy, and competence that their influence upon the students, each other, and upon the College is wholesome, constructive, and in the best interest of the College. Failure of any employee to comply with these requirements may subject the employee to disciplinary measures. The grounds for disciplinary action against an employee are set forth in Section 304.00.

Whenever there are grounds for disciplinary action against an employee, any one or more of the following disciplinary measures may be taken as shall be appropriate to the circumstances:

- Level I: A verbal or written caution, warning or reprimand.
- Level II: Temporary Probation, which shall be for a specified period of time. The terms of the probationary period may also include the imposition of specific conditions.
 - Demotion
 - Punitive or nonpunitive reassignment
 - Suspension, which may be with or without pay.

Level III: Dismissal from employment.
 (Dismissal refers to termination from employment during the term of a contract for employment or during the term for which an employee has been reappointed by letter of reappointment. It is not the same and is to be distinguished from nonrenewal or nonreappointment of an employee after the term of employment under either a written contract or a letter of reappointment has expired.)

A Level III disciplinary measure may be imposed by the President of the College, or by the Board of Trustees. A Level II disciplinary action may be imposed by anyone entitled to impose a Level III disciplinary action, or by the respective Vice President. A Level I disciplinary action may be imposed by anyone permitted to impose a Level III or a Level II disciplinary action, or by a division chairperson, head of the department or the employee's direct supervisor.

Whenever any disciplinary measure is to be imposed against an employee, the following procedure, appropriate to the particular disciplinary measure imposed, shall be followed:

- A. Level I Disciplinary Measure. Whenever a verbal caution, warning or reprimand is given, a memorandum shall be prepared by the person imposing the disciplinary measure which shall state the date of the action, the nature of the disciplinary measure imposed and the basis for the disciplinary measure. The memorandum will be inserted in the employee's personnel file with a copy to the President of the College and a copy to the employee about whom the action is initiated.

Whenever a written caution, warning or reprimand shall be given, the original shall be given to the employee with a copy inserted in the employee's personnel file, and another copy to the President of the College.

The employee so disciplined may then place within his or her personnel file a brief written statement or response to the disciplinary action.

- B. Level II Disciplinary Measure. Whenever a Level II disciplinary measure is imposed upon an employee, the employee will be given written notice of the disciplinary measure that shall include the appropriate date, the nature of the disciplinary measure, and the basis for the disciplinary measure. A copy of the notice shall be placed in the employee's personnel file, and another copy given to the President of the College.

Appeal Procedures for Level I or Level II Disciplinary Measures. If an employee wishes to appeal the imposition of a Level I or Level II disciplinary measure, the employee shall have ten (10) days from the receipt of the notice in which to appeal a disciplinary measure. Failure to make the request for the hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. The request for review shall be written and addressed to the College President. The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least five (5) days' notice of the hearing. The hearing shall be conducted before a hearing officer,

or before a hearing panel consisting of not less than three (3) and no more than five (5) persons. The hearing officer, or the hearing panel, shall be appointed by the President, and neither the hearing officer nor any of the members of the hearing panel shall be a direct supervisor of the employee. In the case of a hearing panel, the President shall designate one member to act as chairman who shall control the conduct of the hearing. The hearing, whether before a hearing panel or hearing officer, shall be recorded by audio means or any other means sufficient to preserve an accurate record of the proceedings.

Upon hearing the appeal, the hearing officer or panel shall determine whether or not there is a reasonable basis for the imposition of the disciplinary measure. If the hearing officer or panel determines there is no basis for imposition of disciplinary measure, a recommendation shall be made to the President that the disciplinary measure be rescinded and the matter terminated. If it determines that there is a reasonable basis for imposing a disciplinary measure, the hearing officer or panel may recommend to the President that the disciplinary measure be reduced, or may affirm the disciplinary measure imposed. The hearing officer or panel shall report its findings and recommendations to the President within five (5) days of the determination of the matter, with a copy of the report provided to the employee, and another copy placed in the employee's personnel file. The President of the College may accept or reject the recommendation and shall within five (5) days of the receipt of the recommendation notify the employee of his decision. If the President fails to notify the employee within five (5) days of the receipt of the recommendation, the President shall be deemed to have accepted the recommendation. The decision of the President shall be final and binding. In no event shall an appeal of a Level I or Level II disciplinary measure be reviewed by or appealed to the Board of Trustees.

- C. Level III Disciplinary Measure. The procedures described in this subparagraph relate to and shall govern a Level III disciplinary measure as against an employee in a nonprobationary status. The procedure for a probationary status is that procedure set forth in Section 312.01.

Whenever a Level III disciplinary measure is to be imposed against an employee, the employee shall be given thirty (30) days written notice of the disciplinary measure that shall include the date the measure is to be imposed, and the basis or grounds for the disciplinary measure. If the employee wished to appeal, within ten (10) days of receipt of the notice, the employee must give a written request for a hearing to the President of the College. The request must be in writing, and must set forth the basis why the employee believes that dismissal or termination is improper, and shall set forth a short and plain statement of the facts that the employee believes will support his or her position. Such a request for a hearing constitutes on the part of the employee, (1) a representation that the contentions and statements of facts can be supported by proof and, (2) an agreement that the College may offer or present at the hearing any relevant data or information in opposition to the employee's position. The failure to give a timely request in writing shall constitute a waiver of any further review of the decision to dismiss the employee, and shall render the decision final and binding as of the date set forth in the notice of disciplinary action.

If a written request for hearing is timely made, and in proper form, the employee shall be given a hearing before a hearing panel consisting of not less than three (3), nor more than five (5) persons appointed by the President, none of whom shall be a direct supervisor of the employee. The President shall designate one member of the panel to act as the chairman of the panel, who shall control the conduct of the hearing. The hearing shall be recorded by audio recording, or by any other means that the hearing panel may determine is sufficient to preserve an accurate record of the proceedings.

If the employee against whom Level III discipline is directed reports directly to the President, the Board Chairman shall formulate the hearing panel mentioned in the previous paragraph. The Board Chairman shall also perform all additional duties normally executed by the President as provided by the previous paragraph.

The hearing shall be conducted prior to the imposition of the disciplinary measure unless the employee shall request in written form, a delay or continuance of the hearing. Such a request will constitute the employee's agreement that the hearing may be conducted after the date the disciplinary action is to be imposed and a waiver of any claims that the hearing was not timely. The hearing may be adjourned or recessed from time to time as may be appropriate.

The chairman of the hearing panel shall preside and shall make such rulings upon evidence and procedure as he/she may determine to be proper toward the end that the hearing shall allow both parties a fair and reasonable opportunity to present their respective positions. At the hearing, no technical or legal rules of evidence or procedure need be followed, but the hearing panel may only consider such evidence as is offered at the hearing, and should consider only such evidence as it may deem to be fair and reliable. The members of the panel may question any witness, and the employee shall have the right to cross-examine any witness offered by the College and to present evidence in his or her own behalf.

The employee may be represented by legal counsel of his or her choice at the hearing, at the employee's sole expense or by any other person who may be designated in writing by the employee as his or her representative, provided that if the employee elects to be represented by legal counsel or otherwise, notice of that election and of the designation of the person or persons to represent the employee and the identity of legal counsel must be given to the chairman of the hearing panel at least ten (10) days prior to the hearing.

The college, or the panel, or both, may be represented at the hearing by legal counsel at the expense of the College, whether or not the employee elects to be represented by legal counsel. If the College, the panel, or both elect to be represented by legal counsel or otherwise, notice of that election and of the designation of the person or persons to represent the College, panel, or both and the identity of legal counsel must be given to the employee or employee's counsel at least ten (10) days prior to the hearing.

The burden of proof at the hearing shall be upon the College to satisfy the hearing panel, by majority vote, that the reasons given for dismissal are supported by the greater weight of the evidence. Unless the parties agree otherwise, at the hearing, the College shall present its evidence first, presenting whatever evidence, either testimonial or documentary, it may choose to support the position of the College provided that the evidence offered by the College shall be limited to the reasons for dismissal as set forth in the notice of dismissal. At the conclusion of the College's evidence in support of its position, the employee may offer such evidence, whether testimonial or documentary or otherwise, as he or she shall desire. All such evidence must be relevant to the contentions and evidence of the College or, if so designated, may be offered in mitigation to show why a lesser level of disciplinary action should be imposed. At the conclusion of the employee's evidence in support of his or her position, the College shall be permitted to present evidence in rebuttal to that of the employee.

After the hearing of the evidence and the presentations of the parties the hearing panel shall retire to executive session to consider the matter and shall present its findings and recommendations in writing to the President within ten (10) days of the conclusion of the hearing, with a copy given to the employee and another copy inserted in the employee's personnel file.

The hearing panel may find in favor of the employee and recommend dismissal of the disciplinary action; or it may find that cause exists for disciplinary action but recommend a lesser level of discipline than dismissal or termination; or it may find the decision to dismiss the employee is supported by the evidence and affirm the decision to dismiss the employee.

The President shall have five (5) days from receipt of the panel's findings and recommendation in which to make his/her final decision upon the recommendation. The President may accept or reject the recommendation and shall provide written notice of his/her decision to the employee. If the President gives no written notice within five (5) days of the receipt of the recommendation, the recommendation shall be deemed accepted by the President and shall be the final decision of the President. If the panel's decision is to affirm the President in the dismissal, the panel's decision will be the final decision of the President and the President need give no further notice to the employee.

The final decision of the President may be appealed by the employee to the Board of Trustees by giving written notice of appeal to the President within ten (10) days of the receipt by the employee of the final decision of the President.

The failure of the employee to give timely written notice of appeal shall constitute a waiver by the employee of any further review or appeal of the decision. The decision of the President shall thereafter be final and binding.

If timely written notice of appeal is given by the employee, the Board of Trustees shall hear the appeal within twenty (20) days of the notice, in the same manner and under the same procedures as an appeal under except that in a matter involving dismissal the appeal

shall be to the full Board rather than to a committee of the Board, provided that upon review, the Board may, in its discretion, make such determination of the matter, or provide for further appeal proceedings as it may deem appropriate and necessary to its consideration and determination. If at any point in the proceedings the President believes that cause exists for dismissing an employee, and that immediate suspension is necessary for the protection of the College, the staff, or the students of the College, the President may suspend the employee pending proceedings for dismissal. The suspension may be without pay if the employee has violated Section 304.00, items 2, 4, 6, 7, 8 or 10. Suspension for other reasons shall be with pay.

When on suspension with or without pay, pending dismissal, the employee will not accumulate vacation leave, sick leave, or be eligible for salary increase. If the suspension involved conduct that is the subject of pending legal proceedings outside the jurisdiction of the Board of Trustees, the employee shall remain on suspension, and the dismissal and any due process proceedings, shall be held in abeyance until such time as the legal proceedings on the issue are completed. If it shall be finally determined that no grounds for dismissal exists, the employee shall be reinstated immediately, shall be paid for the period of suspension (including any forgone salary increases) if pay has been withheld, and shall be provided any withheld vacation and/or sick leave.

312.03 Due Process for all Part-Time Employees

Employees who work less than full-time have all rights and privileges of due process as specified in this section. Employees that fall into this category are set forth in Section 304.00.

All of the employees so defined shall have access to Section 312.00 regarding dismissal, nonreappointment, or other disciplinary action taken against employees, and shall have access to Section 314.00 regarding grievances. These employees shall not have access to Section 312.02 or to Section 313.00 regarding reduction in force.

The decision whether to reappoint a part-time employee (to include part-time instructional personnel) after a part-time contract of any nature expires may be based on any factor considered relevant to the total institutional interests and shall be vested solely in the administration. However, the decision not to reappoint a part-time employee may not be based upon the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or discrimination based upon the staff member's race, sex, age, religion, age, political affiliation, handicap status, or national origin.

The decision shall be made regardless of the length of service at the College recognizing the fact that employees in this category have no property right in a part-time position.

All part-time employment contracts of any nature shall include the following statement: The undersigned hereby understands and agrees that this contract does not imply, suggest, or offer continued or future employment beyond the limits of this specific contract.

312.04 Non-probationary Employees and Non-reappointment (nonrenewable)

The procedures described in this section relate to and shall govern a situation involving non-reappointment of a non-probationary employee. Employment in non-probationary status under contract of employment does not imply a right to future employment under future contracts of employment. If a non-probationary employee's contract is not to be renewed, the employee shall be given sixty (60) days notice by the College President. The appeals procedure set out in Section 312.01 shall govern any due process available to the employee. The burden of proof shall be upon the employee to show that the action is being undertaken for impermissible reasons as set forth in Section 312.00.

Proposed Changes

312.00 Due Process for Employees

312.01 Probationary Employees and Nonreappointment, Discipline or Dismissal

Employment of probationary **and part-time** employees is at will. The decision whether to reappoint, discipline, suspend or dismiss a college employee on probationary status may be based on any factor considered relevant to the total institutional interests. A decision may not be based upon: (1) the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or (2) discrimination based upon the staff member's race, sex, religion, age, political affiliation, handicap status, or national origin.

Within ten (10) days after receiving a written notice of nonreappointment, discipline, suspension, or dismissal in the case of a probationary employee, an employee may request in writing a hearing. Failure to make the request for hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. This review is limited solely to determining whether the decision was based upon any of the grounds stated to be impermissible in this section.

Procedure

This request for review shall be written and addressed to the College President. It shall specify the grounds upon which the employee contends that the decision was impermissibly based, with a short, plain statement of facts that the employee believes to support the contention.

Such a request constitutes on the employee's part: (1) representation that he/she can support his/her contention by factual proof, and (2) an agreement that the College may offer in rebuttal of his contention any relevant data within its possession.

The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least 5 days' notice of the hearing.

The hearing shall be conducted before a hearing officer, or before a hearing panel consisting of not less than three (3) and no more than five (5) persons. The hearing officer, or the hearing panel, shall be appointed by the President, and neither the hearing officer, nor any of the members of the hearing panel shall be a direct supervisor of the employee. In the case of a hearing panel, the President shall designate one member to act as chairman who shall control the conduct of the hearing. The hearing, whether before a hearing panel or hearing officer, shall be recorded by audio means or any other means sufficient to preserve an accurate record of the proceedings.

Unless the parties agree otherwise, the hearing shall begin with the employee's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer. When the employee has concluded this presentation, the hearing officer or panel shall consider whether he/she has established substantial evidence supporting his position. If he/she has not presented substantial evidence supporting his/her position, the hearing officer or panel shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The College may then present in rebuttal of the employee's contentions, or in general support of the decision such testimonial or documentary proofs as it desires to offer. At the end of such presentation, the hearing panel, if used, shall consider the matter in executive session. The burden is upon the aggrieved employee to satisfy the hearing officer or panel that his contention is true.

If the hearing officer or panel determines that the employee's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the President within five (5) days of the determination of the matter. If the employee's contention has been satisfactorily established, the hearing officer or panel shall so notify him/her and the President by a written notice. The President will make a final determination as to discipline, suspension or termination. Within five (5) days after the receipt of the letter setting forth the President's decision, the employee may request an appeal to a committee of not more than three (3) members of the Board of Trustees. This request shall be written and addressed to the Chairman of the Board of Trustees with copies to the President and chair of the hearing panel or hearing officer. The appeal shall be limited to review of the transcript and based upon the standard of whether the decision is supported by any reasonable evidence. There shall be no appeal procedure beyond the Trustee committee.

312.02 Non-Probationary Employee Discipline or Dismissal

The President shall give up to thirty (30) calendar days notice in writing to any non-probationary employee who is to be dismissed during the term of that employee's employment contract. The President may suspend an employee for up to thirty (30) calendar days with or without pay or for such time as legal action or internal appeal may be pending.

~~It is the responsibility of the Board of Trustees and of the President of the College at all times, to ensure that all employees of all classifications in the College with written contracts or letters of reappointment, are of such character, disposition, attitude, habits, philosophy, and competence that their influence upon the students, each other, and upon the College is wholesome, constructive, and in the best interest of the College. Failure of any employee to comply with these requirements may subject the employee to disciplinary measures. The grounds for disciplinary action against an employee are set forth in Section 304.00.~~

Whenever there are grounds for disciplinary action against an employee, any one or more of the following disciplinary measures may be taken as shall be appropriate to the circumstances:

Level I: A verbal or written caution, warning or reprimand.

- Level II: Temporary Probation, which shall be for a specified period of time. The terms of the probationary period may also include the imposition of specific conditions.
Demotion
Punitive or nonpunitive reassignment
Suspension, which may be with or without pay.
- Level III: Dismissal from employment.
(Dismissal refers to termination from employment during the term of a contract for employment or during the term for which an employee has been reappointed by letter of reappointment. It is not the same and is to be distinguished from nonrenewal or nonreappointment of an employee after the term of employment under either a written contract or a letter of reappointment has expired.)

A Level III disciplinary measure may be imposed by the President of the College, ~~or by the Board of Trustees~~. A Level II disciplinary action may be imposed by anyone entitled to impose a Level III disciplinary action, or by the respective Vice President. A Level I disciplinary action may be imposed by anyone permitted to impose a Level III or a Level II disciplinary action, or by a division chairperson, head of the department or the employee's direct supervisor.

Procedure

Whenever any disciplinary measure is to be imposed against an employee, the following procedure, appropriate to the particular disciplinary measure imposed, shall be followed:

- A. Level I Disciplinary Measure. Whenever a verbal caution, warning or reprimand is given, a memorandum shall be prepared by the person imposing the disciplinary measure which shall state the date of the action, the nature of the disciplinary measure imposed and the basis for the disciplinary measure. The memorandum will be inserted in the employee's personnel file with a copy to the President of the College and a copy to the employee about whom the action is initiated.

Whenever a written caution, warning or reprimand shall be given, the original shall be given to the employee with a copy inserted in the employee's personnel file, and another copy to the President of the College.

The employee so disciplined may then place within his or her personnel file a brief written statement or response to the disciplinary action.

- B. Level II Disciplinary Measure. Whenever a Level II disciplinary measure is imposed upon an employee, the employee will be given written notice of the disciplinary measure that shall include the appropriate date, the nature of the disciplinary measure, and the basis for the disciplinary measure. A copy of the notice shall be placed in the employee's personnel file, and another copy given to the President of the College.

Appeal Procedures for Level I or Level II Disciplinary Measures. If an employee wishes to appeal the imposition of a Level I or Level II disciplinary measure, the employee shall have ten (10) days from the receipt of the notice in which to appeal a disciplinary measure. Failure to make the request for the hearing in writing or within ten (10) days

shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. The request for review shall be written and addressed to the College President. The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least five (5) days' notice of the hearing. The hearing shall be conducted before a hearing officer, or before a hearing panel consisting of not less than three (3) and no more than five (5) persons. The hearing officer, or the hearing panel, shall be appointed by the President, and neither the hearing officer nor any of the members of the hearing panel shall be a direct supervisor of the employee. In the case of a hearing panel, the President shall designate one member to act as chairman who shall control the conduct of the hearing. The hearing, whether before a hearing panel or hearing officer, shall be recorded by audio means or any other means sufficient to preserve an accurate record of the proceedings.

Upon hearing the appeal, the hearing officer or panel shall determine whether or not there is a reasonable basis for the imposition of the disciplinary measure. If the hearing officer or panel determines there is no basis for imposition of disciplinary measure, a recommendation shall be made to the President that the disciplinary measure be rescinded and the matter terminated. If it determines that there is a reasonable basis for imposing a disciplinary measure, the hearing officer or panel may recommend to the President that the disciplinary measure be reduced, or may affirm the disciplinary measure imposed. The hearing officer or panel shall report its findings and recommendations to the President within five (5) days of the determination of the matter, with a copy of the report provided to the employee, and another copy placed in the employee's personnel file. The President of the College may accept or reject the recommendation and shall within five (5) days of the receipt of the recommendation notify the employee of his decision. If the President fails to notify the employee within five (5) days of the receipt of the recommendation, the President shall be deemed to have accepted the recommendation. The decision of the President shall be final and binding. In no event shall an appeal of a Level I or Level II disciplinary measure be reviewed by or appealed to the Board of Trustees.

- C. Level III Disciplinary Measure. The procedures described in this subparagraph relate to and shall govern a Level III disciplinary measure as against an employee in a nonprobationary status. The procedure for a probationary status is that procedure set forth in Section 312.01.

Whenever a Level III disciplinary measure is to be imposed against an employee, the employee shall be given up to thirty (30) days written notice of the disciplinary measure that shall include the date the measure is to be imposed, and the basis or grounds for the disciplinary measure. If the employee wished to appeal, within ten (10) days of receipt of the notice, the employee must give a written request for a hearing to the President of the College. The request must be in writing, and must set forth the basis why the employee believes that dismissal or termination is improper, and shall set forth a short and plain statement of the facts that the employee believes will support his or her position. Such a

request for a hearing constitutes on the part of the employee, (1) a representation that the contentions and statements of facts can be supported by proof and, (2) an agreement that the College may offer or present at the hearing any relevant data or information in opposition to the employee's position. The failure to give a timely request in writing shall constitute a waiver of any further review of the decision to dismiss the employee, and shall render the decision final and binding as of the date set forth in the notice of disciplinary action.

If a written request for hearing is timely made, and in proper form, the employee shall be given a hearing before a hearing panel consisting of not less than three (3), nor more than five (5) persons appointed by the President, none of whom shall be a direct supervisor of the employee. The President shall designate one member of the panel to act as the chairman of the panel, who shall control the conduct of the hearing. The hearing shall be recorded by audio recording, or by any other means that the hearing panel may determine is sufficient to preserve an accurate record of the proceedings.

If the employee against whom Level III discipline is directed reports directly to the President, the Board Chairman shall formulate the hearing panel mentioned in the previous paragraph. The Board Chairman shall also perform all additional duties normally executed by the President as provided by the previous paragraph.

The hearing shall be conducted prior to the imposition of the disciplinary measure unless the employee shall request in written form, a delay or continuance of the hearing. Such a request will constitute the employee's agreement that the hearing may be conducted after the date the disciplinary action is to be imposed and a waiver of any claims that the hearing was not timely. The hearing may be adjourned or recessed from time to time as may be appropriate.

The chairman of the hearing panel shall preside and shall make such rulings upon evidence and procedure as he/she may determine to be proper toward the end that the hearing shall allow both parties a fair and reasonable opportunity to present their respective positions. At the hearing, no technical or legal rules of evidence or procedure need be followed, but the hearing panel may only consider such evidence as is offered at the hearing, and should consider only such evidence as it may deem to be fair and reliable. The members of the panel may question any witness, and the employee shall have the right to cross-examine any witness offered by the College and to present evidence in his or her own behalf.

The employee may be represented by legal counsel of his or her choice at the hearing, at the employee's sole expense or by any other person who may be designated in writing by the employee as his or her representative, provided that if the employee elects to be represented by legal counsel or otherwise, notice of that election and of the designation of the person or persons to represent the employee and the identity of legal counsel must be given to the chairman of the hearing panel at least ten (10) days prior to the hearing.

The college, or the panel, or both, may be represented at the hearing by legal counsel at the expense of the College, whether or not the employee elects to be represented by legal counsel. If the College, the panel, or both elect to be represented by legal counsel or otherwise, notice of that election and of the designation of the person or persons to represent the College, panel, or both and the identity of legal counsel must be given to the employee or employee's counsel at least ten (10) days prior to the hearing.

The burden of proof at the hearing shall be upon the College to satisfy the hearing panel, by majority vote, that the reasons given for dismissal are supported by the greater weight of the evidence. Unless the parties agree otherwise, at the hearing, the College shall present its evidence first, presenting whatever evidence, either testimonial or documentary, it may choose to support the position of the College provided that the evidence offered by the College shall be limited to the reasons for dismissal as set forth in the notice of dismissal. At the conclusion of the College's evidence in support of its position, the employee may offer such evidence, whether testimonial or documentary or otherwise, as he or she shall desire. All such evidence must be relevant to the contentions and evidence of the College or, if so designated, may be offered in mitigation to show why a lesser level of disciplinary action should be imposed. At the conclusion of the employee's evidence in support of his or her position, the College shall be permitted to present evidence in rebuttal to that of the employee.

After the hearing of the evidence and the presentations of the parties the hearing panel shall retire to executive session to consider the matter and shall present its findings and recommendations in writing to the President within ten (10) days of the conclusion of the hearing, with a copy given to the employee and another copy inserted in the employee's personnel file.

The hearing panel may find in favor of the employee and recommend dismissal of the disciplinary action; or it may find that cause exists for disciplinary action but recommend a lesser level of discipline than dismissal or termination; or it may find the decision to dismiss the employee is supported by the evidence and affirm the decision to dismiss the employee.

The President shall have five (5) days from receipt of the panel's findings and recommendation in which to make his/her final decision upon the recommendation. The President may accept or reject the recommendation and shall provide written notice of his/her decision to the employee. If the President gives no written notice within five (5) days of the receipt of the recommendation, the recommendation shall be deemed accepted by the President and shall be the final decision of the President. If the panel's decision is to affirm the President in the dismissal, the panel's decision will be the final decision of the President and the President need give no further notice to the employee.

The final decision of the President may be appealed by the employee to the Board of Trustees by giving written notice of appeal to the President within ten (10) days of the receipt by the employee of the final decision of the President.

The failure of the employee to give timely written notice of appeal shall constitute a waiver by the employee of any further review or appeal of the decision. The decision of the President shall thereafter be final and binding.

If timely written notice of appeal is given by the employee, the Board of Trustees shall hear the appeal within twenty (20) days of the notice, in the same manner and under the same procedures as an appeal under except that in a matter involving dismissal the appeal shall be to the full Board rather than to a committee of the Board, provided that upon review, the Board may, in its discretion, make such determination of the matter, or provide for further appeal proceedings as it may deem appropriate and necessary to its consideration and determination. If at any point in the proceedings the President believes that cause exists for dismissing an employee, and that immediate suspension is necessary for the protection of the College, the staff, or the students of the College, the President may suspend the employee pending proceedings for dismissal. The suspension may be without pay if the employee has violated Section 304.00, items 2, 4, 6, 7, 8 or 10. Suspension for other reasons shall be with pay.

When on suspension with or without pay, pending dismissal, the employee will not accumulate vacation leave, sick leave, or be eligible for salary increase. If the suspension involved conduct that is the subject of pending legal proceedings outside the jurisdiction of the Board of Trustees, the employee shall remain on suspension, and the dismissal and any due process proceedings, shall be held in abeyance until such time as the legal proceedings on the issue are completed. If it shall be finally determined that no grounds for dismissal exists, the employee shall be reinstated immediately, shall be paid for the period of suspension (including any forgone salary increases) if pay has been withheld, and shall be provided any withheld vacation and/or sick leave.

312.03 Due Process for all Part-Time Employees

Employees who work less than full-time have all rights and privileges of due process as specified in this section. Employees that fall into this category are set forth in Section 304.00.

All of the employees so defined shall have access to Section 312.00 regarding dismissal, nonreappointment, or other disciplinary action taken against employees, and shall have access to Section 314.00 regarding grievances. These employees shall not have access to Section 312.02 or to Section 313.00 regarding reduction in force.

The decision whether to reappoint a part-time employee (to include part-time instructional personnel) after a part-time contract of any nature expires may be based on any factor considered relevant to the total institutional interests and shall be vested solely in the administration. However, the decision not to reappoint a part-time employee may not be based upon the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or discrimination based upon the staff member's race, sex, age, religion, age, political affiliation, handicap status, or national origin.

The decision shall be made regardless of the length of service at the College recognizing the fact that employees in this category have no property right in a part-time position.

All part-time employment contracts of any nature shall include the following statement: The undersigned hereby understands and agrees that this contract does not imply, suggest, or offer continued or future employment beyond the limits of this specific contract.

~~312.04 Non-probationary Employees and Non-reappointment (nonrenewable)~~

~~The procedures described in this section relate to and shall govern a situation involving non-reappointment of a non-probationary employee. Employment in non-probationary status under contract of employment does not imply a right to future employment under future contracts of employment. If a non-probationary employee's contract is not to be renewed, the employee shall be given sixty (60) days notice by the College President. The appeals procedure set out in Section 312.01 shall govern any due process available to the employee. The burden of proof shall be upon the employee to show that the action is being undertaken for impermissible reasons as set forth in Section 312.00.~~

Current Policy

411.00 Travel Regulations

411.01 College-Related Travel and Subsistence

The College follows all state guidelines in reimbursing employees for College-related travel. In accordance with state policy, the College requires that all travel reimbursement requests be filed for approval and payment within thirty (30) days after the travel period has ended. Travel period is defined as the calendar month during which the travel occurred.

Reimbursement may not be made for commuting between an employee's home and his or her duty station except for temporary or part-time continuing education instructors. Mileage will be reimbursed at the amount established by the College administration not to exceed the rate set by the IRS.

The College requires that all over-night, college-related, reimbursable travel be approved at least two weeks in advance by the employee's Vice President or supervisor and authorized by the appropriate Vice President.

Students who travel on official institutional business must be paid from funds supporting the particular organization or activity in which their participation requires travel.

Temporary or part-time continuing education instructors who travel more than 15 miles to or from a duty station for the purpose of teaching continuing education courses may be paid mileage expense if such expense is approved in advance and in writing by the President or the Vice President of Instruction.

411.02 College Vehicle Use

College vehicles are provided for use by faculty and staff for conducting college business. To prevent scheduling conflicts employees wishing to use the College vehicles should submit a Vehicle Use Authorization Request form to the Vice President of Administrative Services via their respective Vice President. Cars may not be reserved more than one month in advance of actual travel. The use of private cars is desirable if it is known that the vehicle shall be parked in an airport parking lot or other location for as much as two (2) days.

Students may use college cars only with the permission of the Vice President of Administrative Services. Normally, student use of college cars is limited to the SGA President. Other students may operate buses and vans when permission is granted by the Vice President of Administrative Services upon the request of a faculty or staff member and when the student user has turned in a completed Field Trip Authorization Form and has undergone a driving record check.

Spouses and children of institution employees may accompany them in institution cars if space is available and all travel is strictly for official institution business. Spouses may not operate college vehicles.

When travel in college vehicles is completed prior to 3 PM, vehicles should be locked and parked in the Maintenance Building parking lot and keys returned to the Business Office. When travel is completed after 5 PM, keys should be returned to the Business Office no later than 9AM the following business day. The mileage forms, located on a clipboard in each vehicle, should be accurately and legibly completed

Drivers must accurately and legibly complete the Vehicle Use Log located on a clipboard in each vehicle. The driver, upon completion of the trip, fills in the ending odometer reading. The mileage shall be charged to that person's division or cost center at a rate of \$.15 per mile with the amount being transferred to the appropriate budget line to offset vehicle operational cost.

Proposed Changes

411.00 Travel Regulations

411.01 College-Related Travel and Subsistence

The College follows all state guidelines in reimbursing employees for College-related travel. In accordance with state policy, the College requires that all travel reimbursement requests be filed for approval and payment within thirty (30) days after the travel period has ended. Travel period is defined as the calendar month during which the travel occurred.

Reimbursement may not be made for commuting between an employee's home and his or her duty station except for temporary or part-time continuing education instructors. Mileage will be reimbursed at the amount established by the College administration not to exceed the rate set by the IRS.

Reimbursement for personal vehicle when no college car is available will be set at the federal rate. Reimbursement for personal vehicle when a college car is available will be set at 54% of the federal rate. If the destination is closer from the employees home and a personal vehicle is being used the employee will be reimbursed at the federal rate.

The College requires that all over-night, college-related, reimbursable travel be approved at least two weeks in advance by the employee's Vice President or supervisor and authorized by the appropriate Vice President.

Students who travel on official institutional business must be paid from funds supporting the particular organization or activity in which their participation requires travel.

Temporary or part-time continuing education instructors who travel more than 15 miles to or from a duty station for the purpose of teaching continuing education courses may be paid mileage expense if such expense is approved in advance and in writing by the President or the Vice President of Instruction.

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Spouses and children of institution employees may accompany them in institution cars if space is available and all travel is strictly for official institution business. Spouses may not operate college vehicles.

Procedure

When travel in college vehicles is completed prior to 3 PM, vehicles should be locked and parked in the Maintenance Building parking lot and keys returned to the Business Office. When travel is completed after 5 PM, keys should be returned to the Business Office no later than 9AM the following business day. **Employees using the college vehicles are responsible for recording the odometer readings during their use. ~~The mileage forms, located on a clipboard in each vehicle, should be accurately and legibly completed~~**

~~Drivers must accurately and legibly complete the Vehicle Use Log located on a clipboard in each vehicle. The driver, upon completion of the trip, fills in the ending odometer reading.~~ The mileage shall be charged to that person's division or cost center at a rate **of \$.15 per mile consistent** with the amount being transferred to the appropriate budget line to offset vehicle operational cost.

MCC Board of Trustees – May 11, 2016 Update from the Instruction Division

Highlights & Previews

- Amy Friery, Human Services Program Head, took three students to attend the Southern Organization for Human Services conference in Charleston, South Carolina. It was a very educational and informative trip. These three students along with Mrs. Friery attended various human services workshops. The students were very appreciative of the Foundation awarding them a grant to make this trip possible. We will be holding a meeting so they can share what they learned with other human services' students.



- Attached is a summary of Certiport certifications achieved by MCC students, faculty, and staff for the 2015-2016 academic year. Many students are heeding our advice about completing certifications to complement their formal education. A Certiport MOS site license has been requested for the 2016-2017 academic year in hopes that we can continue to offer MOS certification free of charge to all MCC students, faculty, and staff.

MCC CERTIPOINT TESTING SUMMARY

AUGUST 1, 2015 THROUGH APRIL 30, 2016

TOTAL CERTIFICATIONS ACHIEVED FOR 2015-2016 = **54**

STAFF	MOS	IC3	MCE	MTA
Word	1	1	2	Security - 1
Excel	1			Software Testing - 1
Access				
PowerPoint				
Outlook				
STUDENTS	MOS	IC3	MCE	MTA
Word	6	4		Networking - 4
Word Expert Part 1				Security - 4
Word Expert Part 2				
Excel	10			
Excel Expert Part 1	1		N/A	
Excel Expert Part 2	1			
Access	5			
PowerPoint	11			
Outlook	1			
TOTALS	37	5	2	10

This is an increase of 10 over the 2014-2015 academic year.

MOS = Workers can prove their skills and proficiency with Microsoft Office applications by earning the Microsoft Office Specialist (MOS) certification. Microsoft Office applications are widely used in many different career fields.

IC3 = The IC3 certification (Internet Core Competency Certification) is a global benchmark for basic computer literacy, including operating systems, hardware, software, and networks.

MCE = The Microsoft Certified Educator (MCE) certification validates that educators have the global educator technology literacy competencies needed to provide a rich, custom learning experience for students.

MTA = The recommended entry level path for students is Microsoft Technology Associate (MTA) skills development. After students are well versed in the basics, they can begin preparing for the Microsoft Certified Solutions Associate (MCSA) certification or the Microsoft Certified Solutions Developer (MCSD) certification.

MCC Board of Trustees – May 11, 2016 Update from the Student Services Division

Highlights & Previews

- The Student Services division hopes to fill its two vacant positions within the next few weeks.
- Karen Frye and Tavia Housley attended a regional meeting of registrars and admissions officers April 22.
- Vets Coffee Breaks were held April 26.
- Graduation at Southern Correctional Institution will be held Friday, May 13, at 1:15 p.m.

Montgomery Community College
Report to the Board of Trustees
Continuing Education Department
May, 2016

Occupational Extension:

- *Partnership with Montgomery County Law Enforcement Association*
 - Use of a law enforcement firing range
 - Allows MCC to host different NRA and gunsmithing classes
- *Change to the Development of Fire Classes*
 - Developing an annual fire training schedule as opposed to an “upon request” model

Small Business Center:

- *Summer Entrepreneurship Camp*
 - Targets rising 9th and 10th graders
 - Uses the NC REAL entrepreneurship curriculum
 - Engages kids in considering the role of small business and how accessible property and assistance is in our community

Customized Training Program:

- *Training Projects in Development*
 - Central Carolina Hosiery- midway through a Customized Training Project designed to enhance the skills of technicians
 - Wright Foods- enhance skills of new hires
 - McRae Industries- Computer and Safety training
 - Unilin Flooring- meets Customized Training Project criteria and is working to determine a training matrix
 - WetDog Glass- Pre-hire and recent hire math and critical reasoning training
 - Jordan Lumber- Supervisory training
- *Hosted HR Managers Association*
 - NC Department of Revenue presented on employer tax liability issues
 - 10 companies, MCC, MCS, and NC Works staff attended

Other:

- *Prison Programs*
 - Art Festival and Plant Sale took place April 29th to celebrate the students' hard work
 - Graduation at the Prison will be May 13th

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
BUDGET TRACKING SHEET: FY 2016-17**

1	Budget Priorities	Governor
	2016-17	2016-17
2	2016-17 Base Budget	1,065,895,520
3	Enrollment Adjustment	(26,208,276)
4	Expansion	
5	Student Completion Rates/Student Supports	26,208,276
6	Close the Interest Gap: Marketing & Labor Market Data Tools	2,000,000
7	Competency-Based Education (CBE)	500,000 NR
8	Equipment	15,000,000 NR
9	New Multi-Campus Locations (MCC, DTCC)	1,035,822
10	Improve IT transparency rates - System Office	81,300
11		
12	Expansion Subtotal	43,708,276 4.1%
13	Net Adjustments to 2016-17 Base Budget (without salary adj)	\$ 17,500,000 1.6%
14	Salaries & Benefits	
15	Faculty & Staff Salary Increases	24,000,000
16	Average 3% bonus - System Office	367,629 NR
17	Average 3% bonus - Colleges	29,076,613 NR
18	Increase in TSERS rate - System Office	42,435
19	Increase in TSERS rate - Colleges	3,232,769
20	Recommended FY 2016-17 General Fund Appropriation	\$ 1,107,395,520 3.9%
21	FY 2016-17 Base Budget - GF Appropriation	1,065,895,520
22	Adjustments - Recurring	\$ 26,000,000 2.4%
23	Adjustments - Non-Recurring	\$ 15,500,000 1.5%

\$ (4,643,496) -0.4%
\$ 37,444,242 3.5%

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
SUMMARY OF BUDGET PROPOSAL: FY 2015-16**

		GOVERNOR					
1	FY 2015-16 Certified Budget	FY 2016-17 Base Budget	FY 2016-17 Adjustments	FY 2016-17 Recommended	% Change vs. 15-16 Cert.	% Change vs. 16-17 Base	
2	NCCCS State Funding						
3	Requirements*	1,475,442,941	1,480,340,859	16,324,009	1,496,664,868	1.4%	1.1%
4	Receipts	406,375,943	414,445,339	(16,476,737)	397,968,602	-2.1%	-4.0%
5	General Fund Appropriation	\$1,069,066,998	\$1,065,895,520	\$32,800,746	\$1,098,696,266	2.8%	3.1%
6	NCCCS State Funding per FTE						
7	BFTE	229,614	233,072	(8,578)	224,494		
8	Requirements*	\$6,425.75	\$6,351.43	\$315.41	\$6,666.84	3.8%	5.0%
9	Receipts	\$1,769.82	\$1,778.19	(\$5.45)	\$1,772.74	0.2%	-0.3%
10	General Fund Appropriation	\$4,655.93	\$4,573.25	\$320.86	\$4,894.10	5.1%	7.0%

11 *Requirements = Spending Authority

Other Key Items in Governor's Budget:

12 No tuition increase proposed.

13 The DPI section of the budget includes funding for 13 new Cooperative Innovative High Schools (CIHS).

14 Reserve section of the budget includes funding to support implementation of Connect NC Bond, including two positions at the System Office and six positions at the Department of Administration.

15 Colleges would have some flexibility regarding the awarding of bonuses; however, no bonus could exceed \$3,000. Also, bonuses would not be considered part of an employee's salary for retirement purposes.

16 TSERS employer contribution rate would increase to 15.67% (currently 15.32%).

17 No further information on special provisions available at this time.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

George Fouts

Interim President

April 27, 2016

MEMORANDUM

TO: Presidents
Chief Business Officers

FROM: Jennifer Haygood, Executive Vice President and CFO

RE: ConnectNC Bond Update

I want to thank you for your colleges' assistance with putting together the first ConnectNC Bond cash flow projection. As we have discussed, this projection is a work in progress that will be updated periodically to help inform decisions on when the bonds are sold and the allocation of the bond proceeds among projects. Based on this initial projection, we have communicated to OSBM that we are estimating a need for \$78.8 million in bond cash needs for FY 2016-17. Once we have received further instructions from OSBM, we will communicate to colleges when we will need the next iteration of each college's projection.

Please see the attached ConnectNC Bond FAQs, which have been updated (updates are highlighted in yellow) with clarifications based on feedback we've received from colleges. I would also note that we have added a new FAQ that speaks to the State Board's priorities for the use of the bond funds. While the State Board recognizes that colleges have significant renovation needs, particularly related to roofing, HVAC, and ADA compliance, colleges will need to balance these needs with projects that enhance student instruction and support. Likewise, the State Board has indicated that it is unlikely to approve projects involving improvements to administrative buildings that are not related to ADA compliance and other life safety/security issues.

We are also working with our State partners to help facilitate projects, particularly informal R&R projects, that colleges desire to begin prior to the time the first bond proceeds are available. OSBM has agreed that a college may proceed with a project dependent in part or in total on bond funds, if the college is willing to certify that 1) it is willing to take on the risk associated with the fact that the Council of State has not yet approved the first bond sale, and 2) it has the ability to cover any invoices for which payment is due prior to the time the first bond proceeds become available (mid-August). If the State Board grants approval for a project prior to its August meeting, the college's project approval letter will include the form to certify the college agrees with these conditions. Once the System Office receives the signed

CC16-020
Email Copy

**ConnectNC Bond Update
April 27, 2016**

certification form, we will enter the project into Interscope as an approved project. If the college does not wish to certify agreement to these conditions, we will simply hold off on entering the project into Interscope until the first bond sale is completed.

We continue to appreciate everyone's patience and understanding as we work through the myriad details that are inherent with any major bond program.

Attachments

Bond FAQs (Revised 04/26/16)

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CONNECTNC BOND FAQs

1. How much would my college receive from the bond?

The amount of bond proceeds allocated to each college is specifically listed in Section 1.(f) of S.L. 2015-280. You can easily find the amount for your college by entering your college ID # in the green box of the bond project calculator that was sent on December 15, 2015. The college allocations in the final bond bill were calculated based on a formula determined by the General Assembly. This formula included the following factors and associated weights: 1) County wealth, as defined by 2015 NC Department of Commerce tier designation for the college's main campus county (67.5%), R&R need, as defined by age weighted square footage (17.5%), and need for additional space (15%).

2. Is the college required to expend the bond funds on the #1 priority we submitted this summer?

No. The college should evaluate what project(s) would be best supported by the bond funds, given the amount allocated to the college and any required match conditions that must be met.

3. Does the college have to use the bond funds for R&R?

No. The college is authorized to use the bond funds for R&R and new construction. However, any items purchased with such proceeds and installed or replaced as part of a renovation or rehabilitation must have a useful life of at least 10 years or must extend the life of the facility by at least 10 years once renovated or rehabilitated.

4. Is the college required to match bond funds expended for R&R?

No. There is no match required for R&R projects.

5. Is the college required to match bond funds expended for new construction?

Yes. The amount of local match required is based on the NC Department of Commerce's 2015 tier designation for the county in which your main campus is located, regardless of which county the project is located. (Note that this is different than the 2000 Bonds.)

Colleges with main campuses in Tier 1 counties must provide \$1 in local funds for every \$3 dollars in State bond funds. Colleges with main campuses in Tier 2 counties must provide \$1 in local funds for every \$2 dollars in State bond funds. Colleges with main campuses in Tier 3 counties must provide \$1 in local funds for every \$1 dollar in State bond funds.

6. Can my college's overmatch credit be used to satisfy this match requirement?

Yes. As provided by G.S. 115D-31.(a).(1), colleges may use any prior expenditure of non-State funds for capital construction or land acquisition not already used for matching purposes. We call this amount your "overmatch credit".

Even though the match ratio is based on the county where the college's main campus is located, the amount of overmatch available for a project depends on the county where the project is located. For example, Central Carolina's main campus is located in Lee County, a Tier 2 county; therefore, it would be required to provide \$1 in local funds for every \$2 in State bond funds for a new construction project, regardless the project's location. If the new construction project was located at its Chatham County Campus, the college would only be able to use its Chatham County overmatch credit towards the match requirement.

Notwithstanding the above, a college may request to "borrow" overmatch credit from another county in its service area. However, such requests will only be approved upon submission of a letter from an authorized official from the "lending" county on county letterhead. Further, any future local funds provided by the "borrowing" county for CI projects will first be applied to repaying this overmatch "debt".

7. Can I use bond proceeds to acquire real property?

Yes, if the real property acquisition is part of a capital improvement project (new construction or R&R) with identified funding. The acquisition of real property is considered new construction and subject to the associated matching requirements. A college may not use bond funds to acquire real property with no immediate plans to build, renovate, or otherwise put the facility into use.

8. Can bond funds be used to support projects that were approved by the State Board prior to the date of the bond referendum?

Only in two circumstances:

- a. If the State Board approved a project, but not all funding sources were identified at the time of approval. In this situation, bond funds may be used for the portion of the project funding that was previously unidentified.
- b. If bond funds are used to fund an increase the scope of the project.

Bond funds may not be used to supplant State or local funds already identified in a State Board approved project, as documented on the approved 3-1.

9. Is there a deadline by which the college must expend the bond funds or by which matching funds must be identified?

No. S.L. 2015-280 did not prescribe a deadline for colleges to expend bond funds or for identifying matching funds. However, colleges should be aware that Section 1.(f).(3)

Revised 4/26/16: Revisions highlighted in yellow

gives the General Assembly authority to reallocate bond funds within certain parameters. If the college fails to expend its bond funds after several years, there could be potential risk of reallocation.

10. If the State Board approves a college CI project that uses bond funds, can the college subsequently amend the 3-1 to reduce the amount of bond funds used and substitute another fund source for the bond funds?

This is allowable to the extent that the bond funds have not yet been expended. However, under no circumstances will colleges be allowed to “recode” expenditures from bond proceeds to another source of funds. For example, if a college has already been reimbursed bond funds to cover an expenditure, it cannot return those funds and code the expenditure to another fund source.

11. Can colleges use bond proceeds to hire time-limited personnel to help administer the bond or manage bond projects?

No. Section 1.(d) of S.L. 2015-280 specifically states, “Nothing in this section shall permit the use of bond funds to pay salaries or fees for bond administration”. This statement, however, does not prohibit colleges from using the Construction Manager At-Risk (CM At-Risk) method of contracting for a construction project.

12. Can a college use bond proceeds to pave a parking lot or road?

No, **not as a stand-alone project.** The bond bill prescribes that bond proceeds be used for “the cost of constructing, reconstructing, enlarging, acquiring, and improving facilities and acquiring equipment and land therefor.” Therefore, the project must involve the construction or renovation of a facility. **If a college is constructing or expanding a facility, bond funds may be used for associated parking and necessary building access as part of the project.**

13. Can a college use bond proceeds to install equipment?

As noted in the answer above, acquiring equipment that is part of a new construction or renovation project is allowable. However, bond proceeds may not be used for expenses for a “project” that only involves the installation of equipment. For example, if a college was constructing or renovating a facility, the cost of installing a security system as part of that project would be allowable; **likewise, it would be allowable if the installation required the retrofitting of the building’s infrastructure (such as door jams, doors, etc.).** A college may not, however, request to use bond funds to simply install a security system in an existing facility.

14. Can a college use bond proceeds to construct or renovate athletic facilities?

No. As stated in Section 1.(c) of S.L. 2015-280, Connect NC Bond funds are being provided to our System because the State recognizes that community colleges are “in

need of new and renovated facilities to education and prepare students and workers for the 21st century for the purpose of enhancing the economic attractiveness of the State.”

15. Are there other guidelines or priorities that colleges should keep in mind when identifying projects?

The State Board wants to see the majority of the funds expended to provide or improve facilities that directly serve students. While the State Board recognizes that colleges have significant renovation needs, particularly related to roofing, HVAC, and ADA compliance, colleges should describe how such renovations impact students and balance these needs with projects that enhance student instruction and support. Likewise, the State Board has indicated that it is unlikely to approve projects involving improvements to administrative buildings that are not related to ADA compliance and other life safety/security issues.

16. Once the State Board approves a project, when can we start?

Once the State Board approves a project, OSBM has agreed that we can reimburse colleges for expenses incurred prior to the date of the first bond sale if the college certifies that 1) it is willing to take on the risk associated with the fact that the Council of State has not yet approved the first bond sale, and 2) it has the ability to cover any invoices for which payment is due prior to the time the first bond proceeds become available (mid-August). If the State Board grants approval for a project prior to its August meeting, the college’s project approval letter will include the form to certify the college agrees with these conditions. Once the System Office receives the signed certification form, we will enter the project into Interscope as an approved project. If the college does not wish to certify agreement to these conditions, we will simply hold off on entering the project into Interscope until the first bond sale is completed.

Public Relations / Marketing Highlights April 2016

Press Releases and More

Aldolfo Munoz Aldape Aces CPT
New billboard vinyl created

Professional Development

Webinars attended:

Growing and Marketing Distance Learning Programs
The Anatomy of a Story: Effectively Telling the Story of Your School

Events

Earle Connelly Memorial Golf Invitational
Spring Fling and Not So Polar Volleyball Tournament
Practical Nursing Blood Drive
Montgomery County Middle Schools Career Day
STEM week activities

Other

Student Ambassador interviews and selection
Live enrollment on MCC website
Veteran's pages website updates
New employee website training
New employee directory photographs
New video slideshow created for Student Life webpage

Facebook Top Posts for April

Total Likes 1,389 (Up 12 from March)

Page	Date	Post	Reach	Engagement	Talking About This
MCC	4/18/16	Earle Connelly Memorial Golf Invitational photos	2,000	781	86
MCC	4/18/16	East and West Middle School STEM career day on MCC campus	1,200	357	27
MCC	4/26/16	Spring Fling/Polar Volleyball photos	829	2,000	136
MCC	4/6/16	Forestry alumni event photographs	607	225	19

**Montgomery Community College
SGA Report
May 11, 2016 Board of Trustees Meeting**

SGA Updates and Highlights

- The SGA sponsored a Brain Break May 3-5; students took a break between exams to refuel their brain cells by stopping by for cookies and soft drinks.
- Several MCC employees attended the Art & Craft Show at Southern Correctional Institution April 29.
- The 2016-2017 Student Ambassadors have been selected.

President's Report
May 11, 2016

Activities since the April Board Meeting

4/14/2016	Employee Meeting
4/15/16	MCC Foundation Golf Tournament
4/18/16	North Carolina Community College Leadership Program Graduation
4/20-22/16	NCACCT Law Seminar
4/26/16	Spring Fling
	Dental Assisting Advisory Committee Meeting
4/28/16	Legislative Update Conference Call
4/29/16	SCI Art and Craft Show
	Active Shooter Training
5/2/16	Meeting with Montgomery County and Duke Energy
	CIS Meeting
5/3/16	PTK Induction
	Mt. Gilead Town Commissioners Meeting
5/4/16	Meeting with Town of Troy
5/5/16	Table Top Exercise
	Legislative Update Conference Call
5/6/16	Southern Piedmont Community College Meeting
5/7/16	Friends of the NRA Dinner
5/10/16	Employee Meeting
	Practical Nursing Pinning Ceremony
5/11/16	Foundation Board of Directors Meeting
	MCC Board of Trustees Meeting
	Graduation

Upcoming Activities

5/13/16	Active Shooter Drill
	Graduation at Southern Correctional Institute
5/18/16	NCACCP Monthly Meeting
5/19-22/16	NRA Convention
5/24/16	West Montgomery High School Senior Awards
5/26/16	East Montgomery High School Senior Awards
5/31/16	Memorial Day
6/8/16	MCC Board of Trustees Meeting



Board of Trustees Calendar of Events

2016

May 10, 2016	7:00 p.m.	Practical Nursing Pinning Ceremony
May 11, 2016	11:30 a.m.	Foundation Board Meeting
May 11, 2016	5:30 p.m.	Committee/Board Meeting
May 11, 2016	7:00 p.m.	Graduation
May 13, 2016	1:15 p.m.	Southern Correctional Graduation
June 8, 2016	5:30 p.m.	Committee/Board Meeting
August 10, 2016	11:30 a.m.	Foundation Board Meeting
August 10, 2016	5:30 p.m.	Committee/Board Meeting
September 14, 2016	5:30 p.m.	Committee/Board Meeting
September 7-9, 2016		NCACCT Leadership Seminar, Charlotte
September 23, 2016	6:00 p.m.	MCC Foundation Raffle
October 12, 2016	5:30 p.m.	Committee/Board Meeting
November 9, 2016	11:30 a.m.	Foundation Board Meeting
November 9, 2016	5:30 p.m.	Committee/Board Meeting